

# BT Community Web Kit

## User Guide

Version 5  
February 2012



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# About BT Community Web Kit

Welcome, if you haven't already built a web site for your charity or community group, the internet is a great way to be seen - and a great way to reach out to people. That's why we've launched BT Community Web Kit.

In just a few simple steps you can have an easy-to-build web site to help promote your charity or community group.

It's straightforward to set-up and maintain and once it's up-and-running, it provides an easy way to publicise your group and stay in touch with people.

Best of all, it's free.

Our new service is packed full of amazing features that will give your website the professional look and feel to really make an impact.

Whether you're a tech novice or a computer whizz, the BT Community Web Kit can really put you on the map.

Creating your own web site for your charity or community group might sound like a daunting task but with BT Community Web Kit, it couldn't be easier.

As part of BT Community Web Kit you'll receive:

- Free website hosting
- Free website addresses
- The choice of 9 designs and five or fifteen colour themes depending on the template selected
- Enough space for unlimited pages and up to 250 pictures
- Templates and colour options for all your content
- An easy-to-use Page Editor or an HTML Editor if you're technically minded
- Free technical support
- Welsh language options

BT Community Web Kit. Make the most of being online.

## The User Guide

This User Guide gives you step by step instructions on how to use the BT Community Web Kit to create a great web site for your community organisation.

If you have any additional questions our 'Inline Help' and 'Help & FAQ' page has lots of answers to common queries. But if you really are stuck, our team of helpful people are on hand to provide free technical support.

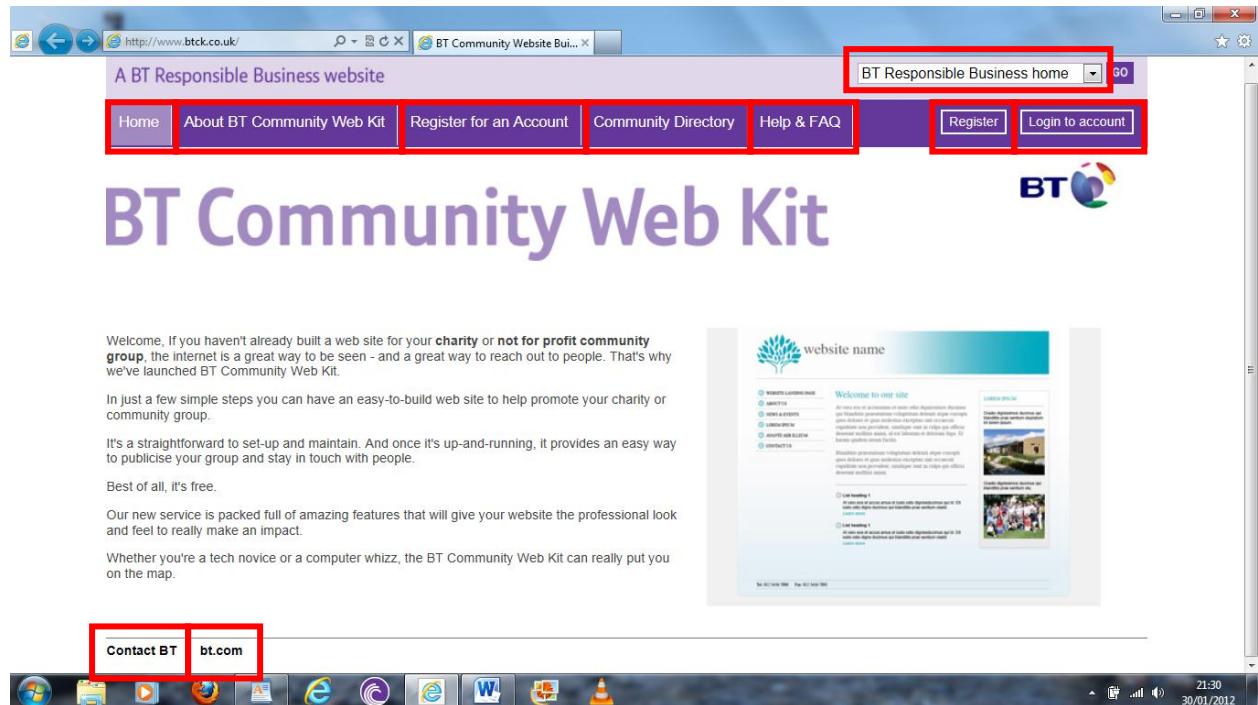
## Getting Started

Simply click on the "Register for an Account" button and complete the four-step Registration process.

Once you've done that, it's time for the creative bit - choosing your layout, settings, pages and entering your content. You can even choose from a range of colours to reflect your logo and give your site that personal touch.

## Home Page

In navigating to the BT Community Web Kit the first page you will see will be the home page, as below:



## BT Community Web Kit Site Navigation

The navigation ribbon at the top and bottom of the Home page is on every page of the site, other than the **[Edit Website]** pages, to allow for easy navigation across all pages.

- **[Home]** button takes you back to the BT Community Kit Home Page
- **[About BT Community Web Kit]** button takes you to a page giving further information about the BT Community Web Kit
- **[Register for an Account]** button takes you to the beginning of the registration process
- **[Community Directory]** button takes you to the Community Directory (detailed below)
- **[Help & FAQ]** button takes you to the BT Community Web Kit help section (detailed below)
- **[Register]** button takes you to the beginning of the registration process, if you are logged into your account this will display **[Your Account]** and will take you to your account details (detailed below)
- **[Login to Account]** button takes you to the login page, if you are logged into your site this button will display **[Logout]** and will log you out of the BT Community Web Kit
- **[Contact BT]** button takes you to the BTPlc site 'Contact BT' page and details the different methods of communication for enquiries and complaints
- **[BT.com]** button takes you to the BT Home Page

## Community Directory

The Community Directory provides direct links to community websites that have been created using the BT Community Web Kit service.

You can search by Category or by Organisation:

A BT Responsible Business website

BT Responsible Business home ▾ GO

Home | About BT Community Web Kit | Register for an Account | Community Directory | Help & FAQ | Your account | Log out

**BT Community Web Kit**

**Community Directory**

The Community Directory provides direct links to community websites that have been created using the BT Community Web Kit service.

Please note that the Community Directory only lists websites at the request of the community website owner, and will therefore not automatically provide details of sites that have recently been created.

**Browse by category**

<a href="#">Animals (3)</a>	<a href="#">Associations (87)</a>
<a href="#">Children's (48)</a>	<a href="#">Culture (26)</a>
<a href="#">Disability (12)</a>	<a href="#">Education (20)</a>
<a href="#">Elderly (5)</a>	<a href="#">Environment (23)</a>
<a href="#">Environment (23)</a>	<a href="#">Homeless (1)</a>
<a href="#">Health (18)</a>	<a href="#">Human rights (0)</a>
<a href="#">Homeless (1)</a>	<a href="#">Religion (33)</a>
<a href="#">Human rights (0)</a>	<a href="#">Rescue (1)</a>
<a href="#">Religion (33)</a>	<a href="#">Social Welfare (20)</a>
<a href="#">Rescue (1)</a>	
<a href="#">Social Welfare (20)</a>	
<a href="#">Sport (52)</a>	

**Browse by organisation**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Contact BT bt.com

**Publish your website in the BT Community Directory**

Create your website with BT Community Web Kit and add your website to the community directory.

Once your site is complete go to the 'Your Websites' tab within the 'Your account' section and press 'Submit for Approval'. Your website will then be checked and added.

[Take me to Your Websites](#)

BT

## Help & FAQ

The 'Help & FAQ' page has lots of answers to common queries and if you really are stuck, our team of helpful people are on hand to provide free technical support.

A BT Responsible Business website

BT Responsible Business home ▾ GO

Home | About BT Community Web Kit | Register for an Account | Community Directory | Help & FAQ | Your account | Log out

**BT Community Web Kit**

**Help**

Show All | Collapse All | Submit a Helpdesk Enquiry

- **Information for existing BT Community Website Builder users**
  - [Users with btik.com web addresses \(domains\)](#)
  - [Users with ikit.com web addresses \(domains\)](#)
- **Creating a site**
  - [How do I create a site?](#)
  - [Can I have more than one site?](#)
  - [What address is my site going to have?](#)
  - [I'm trying to add a new site, but it's saying I have to use a different name. Why?](#)
  - [When I go to my site I am being redirected to the main page of BT Community Web Kit. Why?](#)
  - [How can I access my site?](#)

BT

You can browse through the questions or you can navigate to the Helpdesk if you cannot find the answer you are looking for.

To display the answer to a specific question click on the question and the answer will display below, to hide the answer click on the question and it will hide the answer:

- **Creating a site**
  - *How do I create a site?*  
The first site is created during the registration. To create another one go to "Your Websites" page and click New Website.
  - *Can I have more than one site?*
  - *What address is my site going to have?*
  - *I'm trying to add a new site, but it's saying I have to use a different name. Why?*
  - *When I go to my site I am being redirected to the main page of BT Community Web Kit. Why?*
  - *How can I access my site?*
- **[Show All]** button displays all of the FAQ answers
- **[Collapse All]** button hides all of the FAQ answers
- **[Submit a Helpdesk Enquiry]** button takes you to Helpdesk (detailed below)

## Inline Help

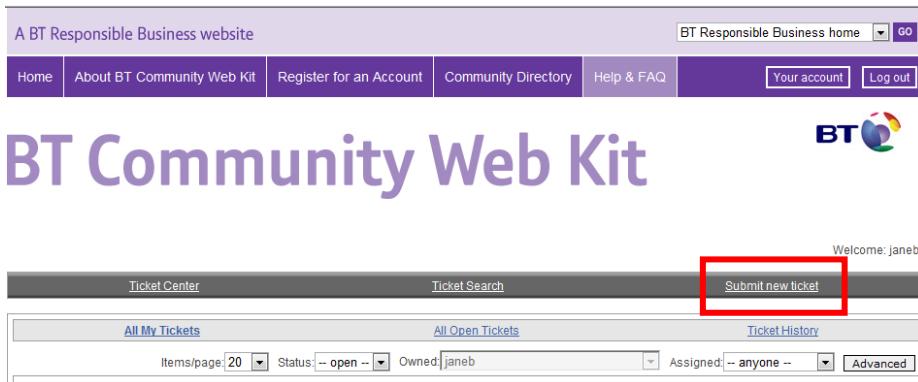
Throughout the BT Community Web Kit 'Inline Help' is available to assist you in creating, editing and

managing the site. 'Inline Help' is indicated wherever you see the following symbol:  To use the 'Inline Help' simply place the cursor over the symbol and a dialog box will display with tips, information and suggestions.

## Helpdesk

### Helpdesk Home Page

On navigating to the Helpdesk you will be taken into the Support Ticket system where you can submit your question, track the response and receive a resolution. The Helpdesk is monitored Monday to Friday 9am to 5.30pm. The Home Page of the Support Ticket System is as follows:

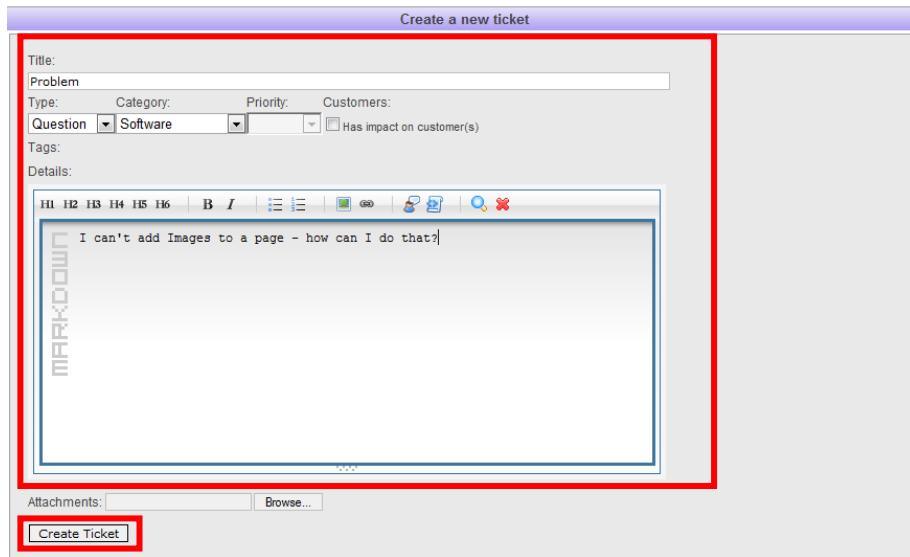


- **[Ticket Center]** button takes you to the Home page of the Support Ticket System
- **[Ticket Search]** button allows you to search for tickets that you have submitted – you can only search on tickets that you have submitted, not tickets submitted by other users
- **[Submit New Ticket]** button allows you to submit a ticket
- **[All My Tickets]** / **[Ticket History]** / **[All Open Tickets]** buttons allow you to view all of the tickets you have submitted, where you can track the progress of your question/problem/request
- **[Advanced]** button allows you to modify how you view and organise your tickets

## Submit a Support Ticket

If you have a question/problem/request that cannot be answered within the User Guide or the FAQ section you can submit a ticket through the helpdesk.

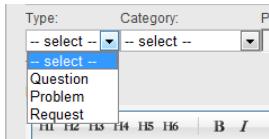
To submit a new ticket, select the **[Submit new ticket]** button where you will be navigated to the **[Create a New Ticket]** page:



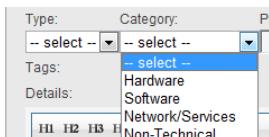
The screenshot shows a 'Create a new ticket' form. The 'Details' text area contains the text: 'I can't add Images to a page - how can I do that?'. The 'Create Ticket' button at the bottom is highlighted with a red box.

Complete the form including:

- Title – the title of your question/problem/request
- Type



- Category



- Attach any additional information and select **[Create Ticket]**

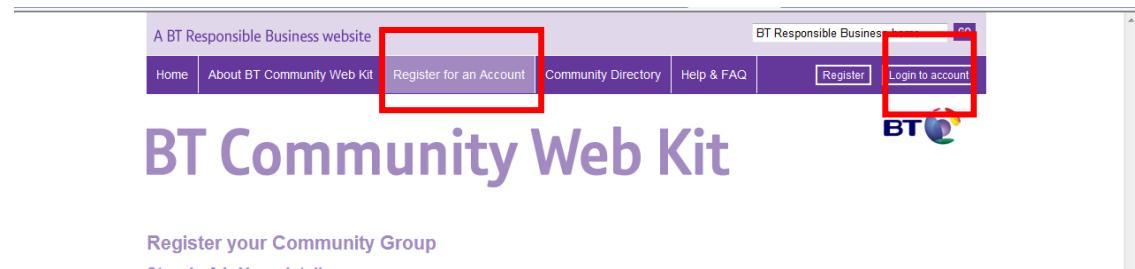
You can track the progress of your ticket within the Helpdesk. To track progress, navigate to the **[Help & FAQ]** section and **[Submit a Helpdesk Enquiry]** to enter the Support Ticket System.



The screenshot shows a 'Ticket Center' interface with a list of tickets. The list is highlighted with a red box. The first ticket in the list is: ID 574, Type Question, Title Problem, Owner janeb, Assigned janeb, Status Active, Category Software, Priority 08/14/10 11:09 AM, Created 08/14/10 11:09 AM, Updated 08/14/10 11:09 AM.

# Register

To register to use and build a site on the BT Community Web Kit select the **[Register for an Account]** or **[Register]** button and you will be directed to the following screen:



A BT Responsible Business website

Home | About BT Community Web Kit | **Register for an Account** | Community Directory | Help & FAQ | **Register** | Login to account

BT

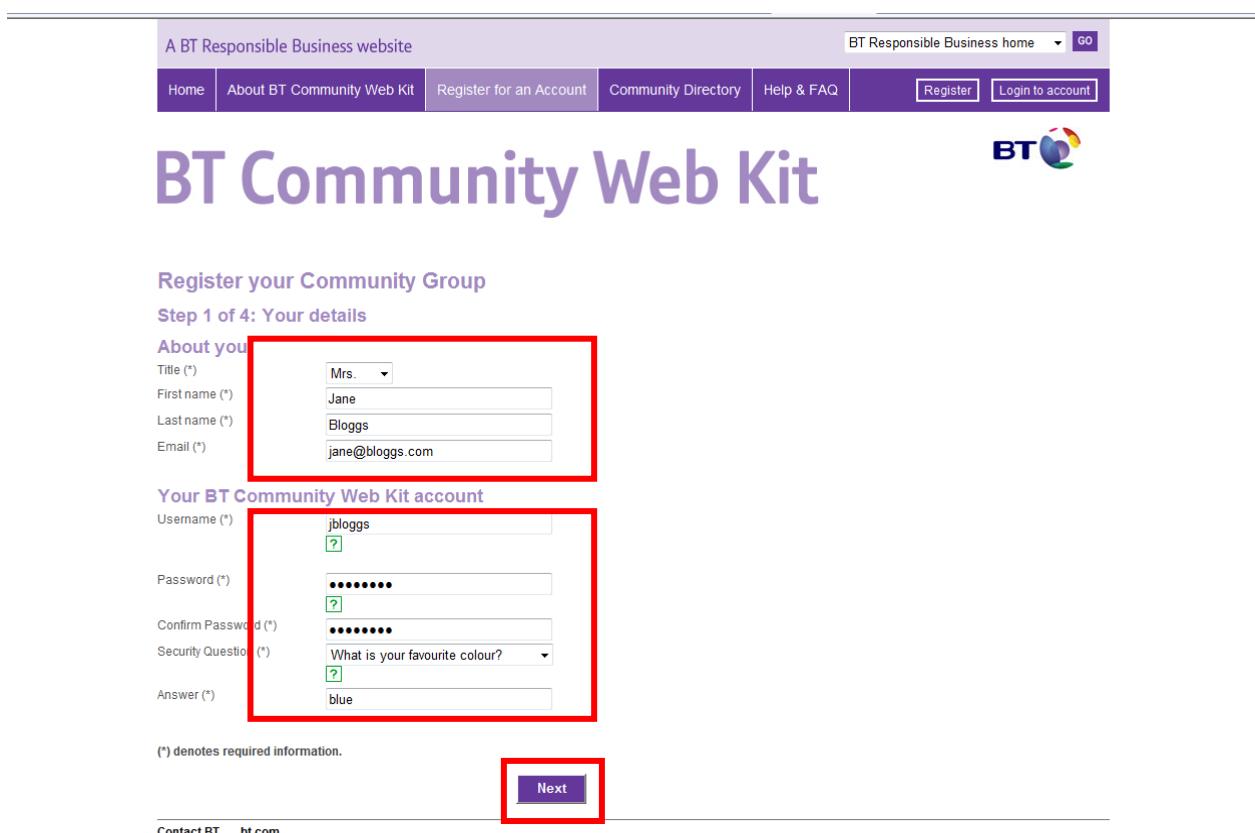
## BT Community Web Kit

Register your Community Group

Step 1 of 4: Your details

### Register your Community Group - Step 1 of 4: Your Details

- Complete the fields; Title; First Name; Last Name; Email address (see note above)
- Select a User Name and Password – you will need to remember this as you will be prompted for your User Name and Password each time you log into the BT Community Web Kit



A BT Responsible Business website

Home | About BT Community Web Kit | Register for an Account | Community Directory | Help & FAQ | **Register** | Login to account

BT

## BT Community Web Kit

Register your Community Group

Step 1 of 4: Your details

**About you**

Title (\*) Mrs.

First name (\*) Jane

Last name (\*) Bloggs

Email (\*)

**Your BT Community Web Kit account**

Username (\*) jbloggs

Password (\*)

Confirm Password (\*)

Security Question (\*) What is your favourite colour?

Answer (\*) blue

(\*) denotes required information.

**Next**

Contact BT bt.com

- Choose a Security Question for your Account, something that you will remember in the event that you forget your User Name and/or Password

Confirm Password (\*)  
 Security Question (\*)  
 Answer (\*)  
 (\*) denotes required information

Select  
 Select  
 What is your favourite colour?  
 What is the name of your first pet?  
 What is your favourite football team?  
 What is your mother's maiden name?  
 What is the name of your school?  
 What is the name of your birthplace? **ext**

- Click **[Next]** at the bottom of the page to move to Step 2 of the registration process

## Step 2 of 4: Your Community Group

In this step you will be required to enter details of your Community Group:

A BT Responsible Business website BT Responsible Business home **go**

Home | About BT Community Web Kit | Register for an Account | Community Directory | Help & FAQ | Register | Login to account

**BT Community Web Kit** BT

**Register your Community Group**  
**Step 2 of 4: Your community group**

**Your Organisation**

Organisation name (*)	Jane Bloggs Charity
Your position (*)	Charity Manager
Are you a registered charity?	<input type="radio"/> Yes <input checked="" type="radio"/> No
What do you intend to use the website for?	Raising the profile of my Charity

**Survey Questions**

How did you hear about this service?	Website
How do you connect to the internet?	LAN
Who is your broadband provider?	BT

**Organisation Address Details**

Building name or number (*)	10
Street (*)	Ten Street
Town or city (*)	Town Name
County	Aberdeenshire
Postcode (*)	PO1 1PO
Phone number (*)	0100 000 0000

Note to include the area code.

(\* denotes required information.)

Back Next

Contact BT [bt.com](http://bt.com)

- Complete the fields in 'Your Organisation' including; Organisation Name; Your Position; Intended Website Use
- There is a check button to complete advising if you registered Charity yes/no:

## Register your Community Group

Step 2 of 4: Your community group

**Your Organisation**

Organisation name (\*) Jane Bloggs Charity

Your position (\*) Charity Manager

Are you a registered charity?  Yes  No

Registered charity number (\*) 123456789

What do you intend to use the website for? Raising the profile of my Charity

(\*) denotes required information.

[Back](#)

[Next](#)

Contact BT bt.com

- If you are a Registered Charity Number check [yes] and a box will appear where you are required to add your Charity number
- If you are not a Registered Charity check [no] and continue with the form

NB: If you are a registered charity it is a legal requirement that your charity number appear on your site.

- Complete the fields in 'Survey Questions':

### Survey Questions

How did you hear about this service?

Website

Select

Website

Friend

Search engine

Other

How do you connect to the internet?

Who is your broadband provider?

LAN

Select

Modem

LAN

Mobile

(\*) denotes required information.

Who is your broadband provider?

Virgin

Select

BT

Virgin

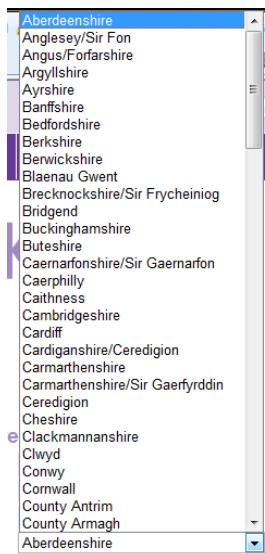
TalkTalk

(\*) denotes required information.

[Back](#)

[Next](#)

- Complete the fields in 'Organisation Address Details', using the drop down selection for County:



- Click **[Back]** if you wish to move to the previous step of the registration process
- Click **[Next]** at the bottom of the page to move to Step 3 of the registration process

## Step 3 of 4: Your Community Website

In this step you will be required to enter the details of your Community Website:

BT Responsible Business home 
Register
Login to account

BT

# BT Community Web Kit

Register your Community Group

Step 3 of 4: Your community website

**Website Details**

Website name (*)	<input type="text" value="Jane Bloggs Charity"/>
Category	Select
Website address (*)	<input type="text" value="http://www.bloggs.btck.co.uk"/>
External Domain Name	<input type="text" value="http://"/>

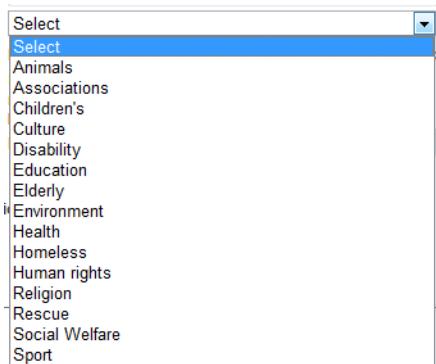
(\*) denotes required information.

Back
Next

Contact BT [bt.com](http://bt.com)

Complete the fields including:

- **[Website Name]** This is the name of your Website i.e. 'Jane Bloggs Charity' –this section is not the website address
- **[Category]** This is the category of your Community Organisation and you will be prompted to select a category from a drop down menu as below:



- **[Website Address]** This is what you would like your website address to be, for example if you would like the address of your site to be: [www.animals.btck.co.uk](http://www.animals.btck.co.uk) you would enter 'animals' into this field as the rest of the address is provided for you

*NB. If another organisation has selected the same website address you will be prompted to choose another address until you have found one that has not been reserved by another Community Organisation.*

- **[External Domain Name]** This is where you would enter a website address that you have purchased externally such as a .co.uk / .org / or .com address
- Click **[Back]** if you wish to move to the previous step of the registration process
- Click **[Next]** at the bottom of the page to move to Step 4 of the registration process

## Step 4 of 4: Terms and Conditions

The fourth step of the registration process is 'Terms and Conditions':

uk/Main/Wizard.aspx

A BT Responsible Business website

BT Responsible Business home

Home About BT Community Web Kit Register for an Account Community Directory Help & FAQ Register Login to account

**BT Community Web Kit**

BT

Register your Community Group

Step 4 of 4: Terms and Conditions

**BT Community Web Kit Terms and Conditions**

British Telecommunications plc, 81 Newgate Street, London EC1A 7AJ, registered in England number 1800000 ("BT" and "we")

Terms and conditions for use of the BT Community Web Kit ("Terms") described at [www.btck.co.uk](http://www.btck.co.uk) (the "BT Community Web Kit")

**What we provide**

1. These Terms apply to your use of BT Community Web Kit. Sometimes we may need to change the Terms and if we do so we will publish details of all changes online at [www.btck.co.uk](http://www.btck.co.uk).
2. As part of its corporate social responsibility programme BT is making BT Community Web Kit available free of charge to community groups and registered charities to enable them to have an online presence and build awareness of their activities in the community. You must be a not for profit community

I have read and agree with the terms and conditions

Back Complete Registration

Contact BT bt.com



- Read through the Terms and Conditions on the screen and if you accept them, check the box at the bottom right hand side of the screen: **[I have read and agree with the terms and conditions]**
- Click **[Back]** button if you wish to move to the previous step of the registration process
- Click **[Complete Registration]** button and you will be directed to the next step in the registration process 'Choose Your Layout and Colours' with the following message at the top of the screen confirming that your account has been set-up.

A BT Responsible Business website

BT Responsible Business home ▾ GO

Home | About BT Community Web Kit | Register for an Account | Community Directory | Help & FAQ | Your account | Log out

**BT**

# BT Community Web Kit

That's it, your **BT Community Web Kit** account has been created

An email has been sent confirming your account details, please keep this for future reference.

Now start to create your website...

**Choose your layout & colours**

Choose a template from the 9 options below, each offers a different layout, some maybe more suitable than others depending on how much text or images you want to add to your website.

?

**1: Select the type of layout**

Template 1      Template 2



Template 3      Template 4



**2: Then select the colour theme by clicking the image**

Click image to select your template



Select this layout and continue...

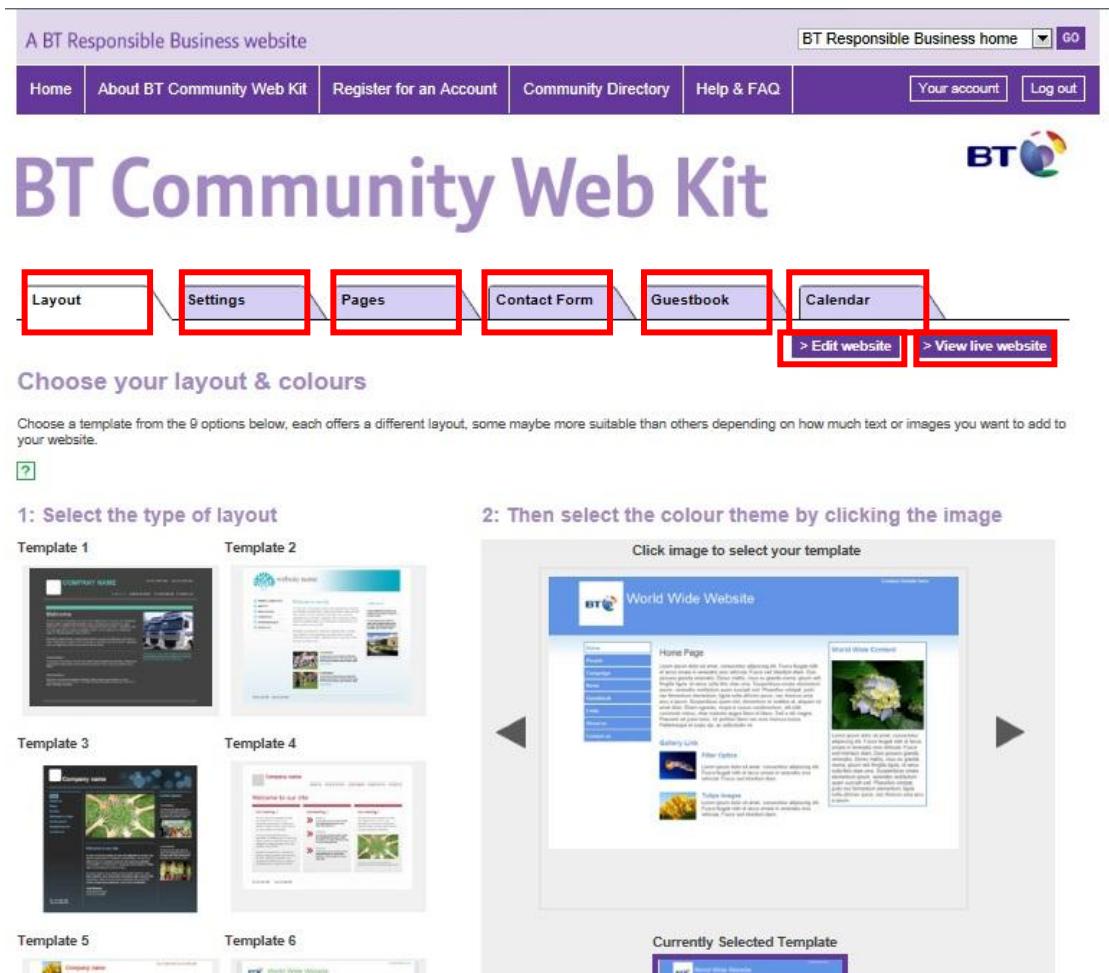
Contact BT   bt.com

You will then be directed to select a Layout and Colour Scheme from the options given, once you have selected your layout select the [Select this layout and continue button] at the bottom left hand corner of the page – full instructions on layouts are given in 'Creating and Editing the Properties of your Site' below.

Once you have selected your Layout and Colour Scheme you will be directed to the final step of the registration process, selecting your 'Site Settings' - full instructions are given in 'Creating and Editing the Properties of your Site' below.

# Creating and Editing the Properties of your Site

Once you have completed the Registration process you will then have to select the Properties of your site. You can do this within the tabbed 'Edit Site Properties' section:



A BT Responsible Business website

BT Responsible Business home

Home About BT Community Web Kit Register for an Account Community Directory Help & FAQ Your account Log out

**BT Community Web Kit**

Layout Settings Pages Contact Form Guestbook Calendar

Edit website View live website

Choose your layout & colours

1: Select the type of layout

Template 1 Template 2

Template 3 Template 4

Template 5 Template 6

2: Then select the colour theme by clicking the image

Click image to select your template

World Wide Website

Home Page

World Wide Extended

Currently Selected Template

- **[Layout]** tab allows you to choose the template for your Community Website from the given, each offers a different layout, some maybe more suitable than others depending on how much text or images you want to add to your website.
- **[Settings]** tab allows you to choose the settings that will apply across your whole website such as header, footer, logo etc.
- **[Pages]** tab allows you to add, rename, delete, re-order, hide/show and make top level/sublevel pages within your Community Website
- **[Contact Form]** tab allows you to customise the Contact Form on your Community Website
- **[Guest Book]** tab allows you to monitor, review and delete comments entered into the Guestbook on your Community Website
- **[Calendar]** tab allows you to add a calendar page to your website.
- **[Edit Website]** button takes you to the content editor within the BT Community Web Kit
- **[View Live Website]** button previews your live Community Website

## Layout

Choose your layout and colours: In the **[Layout Tab]** you can select a template and colour scheme for your Community Website from the options given:

**Choose your layout & colours**

Choose a template from the 5 options below, each offers a different layout, some maybe more suitable than others depending on how much text or images you want to add to your website.

?

**1: Select the type of layout**

Template 1      Template 2



Template 3      Template 4



Template 5      Template 6



Template 7      Template 8 **NEW!!**



**2: Then select the colour theme by clicking the image**

Click image to select your template



World Wide Web

Baby Blue

Other Colors

Nature Images

World Wide Standard

Currently Selected Template



Free form template - Change navigation and header background on 'Settings' tab



- **[1. Select the type of layout]** from either the 8 Templates on the left hand side, or the Free Format Template *NB. if you select the free format template you will be given the option to amend the navigation and header background in the next step 'Site Settings'*
- **[2. Select the colour theme]** using the **[Scroller]**   buttons to scroll through the Colour Theme options
- When you are happy with your selection click on the image and the selected Template will automatically be implemented onto your site
- You can change the Template and Colour Theme at any time during the life of your Community Website

## Settings

In the **[Settings]** tab you can add and amend the settings that will apply to all the pages within your website.

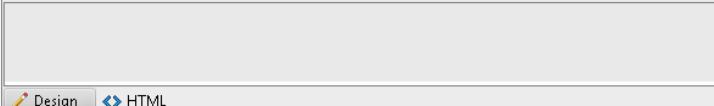
**Edit your website settings**

Your website settings apply to all pages within your website.

Website URL  [?](#)

Website Title  [?](#)

Logo   [?](#)  
 [?](#)

Header Text   
  
[Design](#) [HTML](#)

Footer [?](#)  
 Click here to include a footer on each page

Header Background Image

Left Navigation Background Image

Contact Details  [?](#)

Bookmark Icon   [?](#)

External URL **Please note: This is for independently purchased domain names such as www.mysite.com. NOT FOR BTIK.COM OR IK.COM domain names**  
 [?](#)

Information to help the Search engines display your website in their search results.

Description  [?](#)

Keywords  [?](#)

Category  [?](#)

**SAVE**

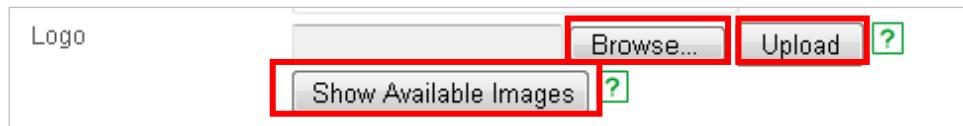
## Website Title

This is the name of your Website i.e. 'Jane Bloggs Charity' – this field is not the website address.

## Logo

You can upload a Logo to appear on your Community Website. To do this:

- You can either **[Browse]** the folders in your computer and upload an image from your computer
- Or you can **[Show Available Images]** from the Image Manager (full instructions on the BT Community Web Kit Image Manager detailed in later section)



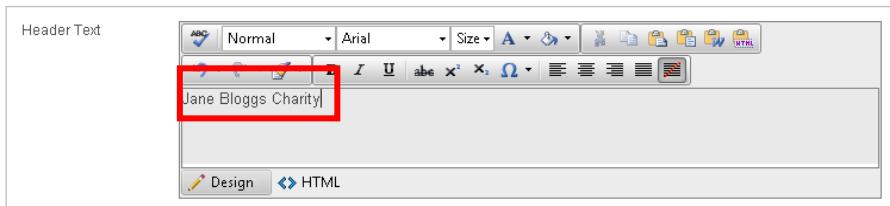
- Once you have selected an image click **[Upload]** and your logo will be uploaded, and will display as a thumbnail on the right hand side of the **[Logo]** field



- If you wish to remove the image select the **[Remove]** button which will remove the image from your site

## Header Text

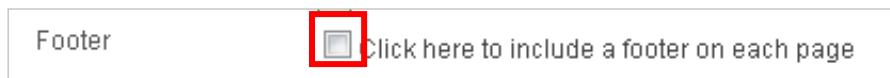
This is the text that will appear in the Header of your website – you do not have to have text in this field. Within this function you can amend the size, colour, position and font of the text (full Content Editor Instructions detailed in a later section of the User Guide)



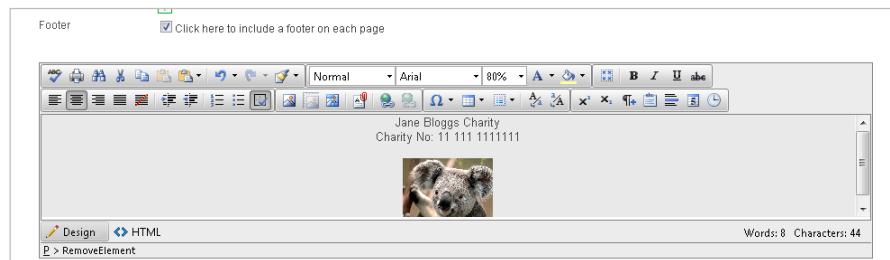
## Footer

In this field you have the option of adding a Footer to your website that will appear on each page. To add a Footer:

- Check the box as follows:



- This will display the footer editor where you can add text; images; background colour and much more (Content Editor instructions detailed in a later section of the User Guide).



## Header Background Image and Left Navigation Background

These two fields are for use only if you have selected to use the **Free Format Template** and wish to have an image in the background of the Website Header or Navigation.



- You can **[Browse]** the folders in your computer and upload an image from your computer
- Once you have selected an image click **[Upload]** and your logo will be uploaded, and will display as a thumbnail on the right hand side of the field
- If you wish to remove the image select the **[Remove]** button which will remove the image from your site

## Contact Details

In this field you can add any contact details you wish to appear in the Header or Footer of the site.

## Bookmark Icon

In this field you can add a bookmark image to the site. This needs to be in the format .ico. To add a bookmark image:

- You can **[Browse]** the folders in your computer and upload an image from your computer
- Once you have selected an image click **[Upload]** and your logo will be uploaded, and will display as a thumbnail on the left hand side of the field



- If you wish to remove the image select the **[Remove]** button which will remove the image from your site

## External URL

In this field you can enter a website address that you have purchased externally for your site such as a: .co.uk / .org / or .com address.

## Description and Keywords

In this field you can add in a description and keywords to be used by search engines.

## Category

In this field you can add the category of your Community Organisation and you will be prompted to select a category from a drop down menu as below:

## Pages

You can add, rename, delete, hide and re-order pages to create a menu and structure suitable for your website content in the 'Pages' tab of the BT Community Web Kit.

	Visit counter	Menu order	Rename	Page level	Display	Delete	
Home	11	Up	Down	Change	Make sub level	Click to hide	Delete
People	0	Up	Down	Change	Make sub level	Click to hide	Delete
Campaign	0	Up	Down	Change	Make sub level	Click to hide	Delete
Photo	2	Up	Down	Change	Make sub level	Click to hide	Delete
Guestbook	0	Up	Down	Change	Make sub level	Click to hide	Delete
Links	1	Up	Down	Change	Make sub level	Click to hide	Delete
About us	0	Up	Down	Change	Make sub level	Click to hide	Delete
Contact us	0	Up	Down	Change	Make sub level	Click to hide	Delete
Calendar	6	Up	Down	Change	Make sub level	Click to hide	Delete

## Visit Counter

The visit counter allows you to see how many visits you have had to each page of the website. This cannot be reset.

	Visit counter	Menu order	Rename	Page level	Display	Delete	
Home	11	Up	Down	Change	Make sub level	Click to hide	Delete
People	0	Up	Down	Change	Make sub level	Click to hide	Delete
Campaign	0	Up	Down	Change	Make sub level	Click to hide	Delete
Photo	2	Up	Down	Change	Make sub level	Click to hide	Delete
Guestbook	0	Up	Down	Change	Make sub level	Click to hide	Delete
Links	1	Up	Down	Change	Make sub level	Click to hide	Delete
About us	0	Up	Down	Change	Make sub level	Click to hide	Delete
Contact us	0	Up	Down	Change	Make sub level	Click to hide	Delete
Calendar	6	Up	Down	Change	Make sub level	Click to hide	Delete

## Menu Order

You can change the order of the pages in your Community Website. The 'Menu Order' field allows you to change the order by clicking the **[Up]** or **[Down]** buttons next to selected item.

You can move each page up or down in the navigation until you have the order that you require for the navigation of your site.

	Visit counter	Menu order		Rename	Page level	Display	Delete
Home	11	<b>Up</b>	<b>Down</b>	<b>Change</b>			
People	0	<b>Up</b>	<b>Down</b>	<b>Change</b>	<b>Make sub level</b>	<b>Click to hide</b>	<b>Delete</b>
Campaign	0	<b>Up</b>	<b>Down</b>	<b>Change</b>	<b>Make sub level</b>	<b>Click to hide</b>	<b>Delete</b>
Photo	2	<b>Up</b>	<b>Down</b>	<b>Change</b>	<b>Make sub level</b>	<b>Click to hide</b>	<b>Delete</b>
Guestbook	0	<b>Up</b>	<b>Down</b>	<b>Change</b>	<b>Make sub level</b>	<b>Click to hide</b>	<b>Delete</b>
Links	1	<b>Up</b>	<b>Down</b>	<b>Change</b>	<b>Make sub level</b>	<b>Click to hide</b>	<b>Delete</b>
About us	0	<b>Up</b>	<b>Down</b>	<b>Change</b>	<b>Make sub level</b>	<b>Click to hide</b>	<b>Delete</b>
Contact us	0	<b>Up</b>	<b>Down</b>	<b>Change</b>	<b>Make sub level</b>	<b>Click to hide</b>	<b>Delete</b>
Calendar	6	<b>Up</b>	<b>Down</b>	<b>Change</b>	<b>Make sub level</b>	<b>Click to hide</b>	<b>Delete</b>

## Rename

The **[Rename]** button for an item within the list of pages allows you to modify the navigation text and name of that page. To edit a page:

- Click the **[Rename]** button

	Visit counter	Menu order		Rename	Page level	Display	Delete
Home	11	<b>Up</b>	<b>Down</b>	<b>Change</b>			
People	0	<b>Up</b>	<b>Down</b>	<b>Change</b>	<b>Make sub level</b>	<b>Click to hide</b>	<b>Delete</b>
Campaign	0	<b>Up</b>	<b>Down</b>	<b>Change</b>	<b>Make sub level</b>	<b>Click to hide</b>	<b>Delete</b>
Photo	2	<b>Up</b>	<b>Down</b>	<b>Change</b>	<b>Make sub level</b>	<b>Click to hide</b>	<b>Delete</b>
Guestbook	0	<b>Up</b>	<b>Down</b>	<b>Change</b>	<b>Make sub level</b>	<b>Click to hide</b>	<b>Delete</b>
Links	1	<b>Up</b>	<b>Down</b>	<b>Change</b>	<b>Make sub level</b>	<b>Click to hide</b>	<b>Delete</b>
About us	0	<b>Up</b>	<b>Down</b>	<b>Change</b>	<b>Make sub level</b>	<b>Click to hide</b>	<b>Delete</b>
Contact us	0	<b>Up</b>	<b>Down</b>	<b>Change</b>	<b>Make sub level</b>	<b>Click to hide</b>	<b>Delete</b>
Calendar	6	<b>Up</b>	<b>Down</b>	<b>Change</b>	<b>Make sub level</b>	<b>Click to hide</b>	<b>Delete</b>

- A dialogue window will open containing a text box where you can change the title of the page:

The dialog box is titled "New Page". It contains a "Title" field with the text "Campaign". At the bottom are two buttons: "OK" and "CANCEL".

- Click the **[OK]** button to save the changes, or the **[Cancel]** button to return to the menu

Please note that if you modify the name of a page this will not change any custom page links that you have placed within the text content of your website. These custom links will still re-direct the user to the previous page title location and you will need to modify them through the BT Community Web Kit's content editor.

## Page Level

You can move items to sub-menus and back in 'Page Level'. You do this by clicking the **[Make Top Level]** or **[Make Sub Level]** buttons.

	Visit counter	Menu order	Rename	Page level	Display	Delete
Home	11	Up	Down	Change	Make sub level	Click to hide Delete
People	0	Up	Down	Change	Make sub level	Click to hide Delete
Campaign	0	Up	Down	Change	Make top level	Click to hide Delete
Photo	2	Up	Down	Change	Make sub level	Click to hide Delete
Guestbook	0	Up	Down	Change	Make sub level	Click to hide Delete
Links	1	Up	Down	Change	Make sub level	Click to hide Delete
About us	0	Up	Down	Change	Make sub level	Click to hide Delete
Contact us	0	Up	Down	Change	Make sub level	Click to hide Delete
Calendar	6	Up	Down	Change	Make sub level	Click to hide Delete

**Add a Page** **Restore deleted pages**

**Please note** that if you modify the page level this will alter your websites navigation links.

## Display

If you have created pages that you do not want to be visible within the main navigation list you can choose to 'Hide' or 'Show' the page.

	Visit counter	Menu order	Rename	Page level	Display	Delete
Home	11	Up	Down	Change	Click to hide	Delete
People	0	Up	Down	Change	Click to hide	Delete
Campaign	0	Up	Down	Change	Click to hide	Delete
Photo	2	Up	Down	Change	Click to hide	Delete
Guestbook	0	Up	Down	Change	Click to hide	Delete
Links	1	Up	Down	Change	Click to show	Delete
About us	0	Up	Down	Change	Click to hide	Delete
Contact us	0	Up	Down	Change	Click to hide	Delete
Calendar	6	Up	Down	Change	Click to hide	Delete

**Add a Page** **Restore deleted pages**

To hide/show pages:

- To hide a page from the navigation click on the **[Click to hide]** button
- To restore a hidden page click on the **[Click to show]** button

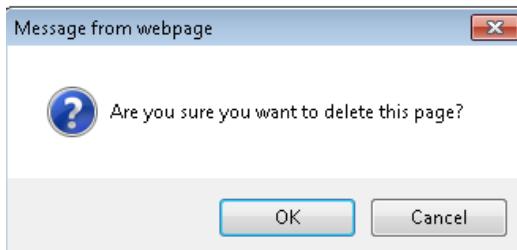
If an item within the list of pages has been set to hidden it will still appear in the list, however its title text will be set to a grey/italic font. This change in font is so that you can see that this page has been hidden from the websites navigation menu. Please note, that although the webpage is not in the navigation menu, it may still be found using search engines.

## Delete

In this section you can delete pages from the website.

	Visit counter	Menu order	Rename	Page level	Display	Delete
Home	11	Up	Down	Change	Make sub level	Click to hide
People	0	Up	Down	Change	Make sub level	Click to hide
Campaign	0	Up	Down	Change	Make sub level	Click to hide
Photo	2	Up	Down	Change	Make sub level	Click to hide
Guestbook	0	Up	Down	Change	Make sub level	Click to hide
Links	1	Up	Down	Change	Make sub level	Click to hide
About us	0	Up	Down	Change	Make sub level	Click to hide
Contact us	0	Up	Down	Change	Make sub level	Click to hide
Calendar	6	Up	Down	Change	Make sub level	Click to hide

- To delete a page click on the **[Delete]** button
- A confirmation message “Are you sure you want to delete this page” will appear:



- Click **[OK]** to delete the page
- Click **[Cancel]** to return to the menu

Deleted pages can be restored through the ‘Deleted Pages’ functionality of the BT Community Web Kit – detailed in a later section of the User Guide.

## Add a Page

You can add new pages within the ‘Pages’ tab. To add a page:

- Click the **[Add a Page]** button

### Edit your website pages

Your default website consists of the following pages, you can edit, add, delete and re-order pages to create a menu and structure suitable for your website content.

	Visit counter	Menu order	Rename	Page level	Display	Delete
Home	11	Up	Down	Change	Make sub level	Click to hide
People	0	Up	Down	Change	Make sub level	Click to hide
Campaign	0	Up	Down	Change	Make sub level	Click to hide
Photo	2	Up	Down	Change	Make top level	Click to hide
Guestbook	0	Up	Down	Change	Make sub level	Click to hide
Links	1	Up	Down	Change	Make sub level	Click to show
About us	0	Up	Down	Change	Make sub level	Click to hide
Contact us	0	Up	Down	Change	Make sub level	Click to hide
Calendar	6	Up	Down	Change	Make sub level	Click to hide

**Add a Page** **Restore deleted pages**

- The **[Create a New Page]** window will open

**Create a New Page**

To create a new page enter the title, description and associated keywords.  
The description and keywords have been pre-populated with the default website description and keywords for you, but you can amend them.  
To confirm you want to create a new page click "OK".  
Make sure the page you're creating has a unique title.

Title	Open Day	[?]
Description	Pictures and stories from our open day	[?]
Keywords	open day	[?]
<input type="button" value="CREATE"/> <input type="button" value="CANCEL"/>		

- Enter the Title, Description and Keywords for your new page
- Click **[Create]** button to save your page, or **[Cancel]** button to return to the menu

After you have created a new page through the 'Create a new Page' window you will be returned to the 'Pages' tab and the newly created page will appear as an item at the bottom of the pages list.

## Restore Deleted Pages

You can restore any pages you have previously deleted. To restore a page:

**Edit your website pages**

Your default website consists of the following pages, you can edit, add, delete and re-order pages to create a menu and structure suitable for your website content.

	Visit counter	Menu order	Rename	Page level	Display	Delete	
Home	11	Up	Down	Change	Make sub level	Click to hide	Delete
People	0	Up	Down	Change	Make sub level	Click to hide	Delete
Campaign	0	Up	Down	Change	Make sub level	Click to hide	Delete
Photo	2	Up	Down	Change	Make top level	Click to hide	Delete
Guestbook	0	Up	Down	Change	Make sub level	Click to hide	Delete
Links	1	Up	Down	Change	Make sub level	Click to show	Delete
About us	0	Up	Down	Change	Make sub level	Click to hide	Delete
Contact us	0	Up	Down	Change	Make sub level	Click to hide	Delete
Calendar	6	Up	Down	Change	Make sub level	Click to hide	Delete

- Click the **[Restore deleted pages]** button
- The Deleted Pages window will open

Layout      Settings      **Pages**      Contact Form      Guestbook      Calendar

> Edit website      > View live website

### Deleted Pages

This page contains a list of pages that have been deleted from your website.  
To restore a deleted page click "Restore" next to the selected page.

Title	Description	Restore
About us		<input style="border: 2px solid red;" type="button" value="Restore"/>
testing sub level		<input type="button" value="Restore"/>

Contact BT      bt.com

- Click on the Restore button for the selected page.
- The page will now be visible again on your website.

## Contact Form

This page allows you to customise the contact form used on the contact page.

Home | About BT Community Web Kit | Register for an Account | Community Directory | Help & FAQ | Your account | Log out | BT

# BT Community Web Kit

Layout | Settings | Pages | Contact Form | Guestbook | Calendar | > Edit website | > View live website

### Edit Contact Form

This page allows you to customise the contact form used on the contact page. You can move selected fields up or down by clicking "Up" or "Down" buttons. Tick the "Single Line" checkbox to make a field single line or untick it to make it a multiline field. To make a selected field mandatory tick the "required" checkbox. To exclude a field from the form untick the "Included" checkbox. You can also specify the email address, to which the entered queries/comments should be sent.

Field Name	Single Line	Required	Included	Up	Down
Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Up</b>	<b>Down</b>
Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Up</b>	<b>Down</b>
Phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Up</b>	<b>Down</b>
Address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Up</b>	<b>Down</b>
Subject	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Up</b>	<b>Down</b>
Message	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Up</b>	<b>Down</b>

Send messages to this e-mail address:  
alisa.graham@unitech.net

Contact us

Name:

Email:

Phone:

Subject:

Message:

Submit

REFRESH PREVIEW | SAVE

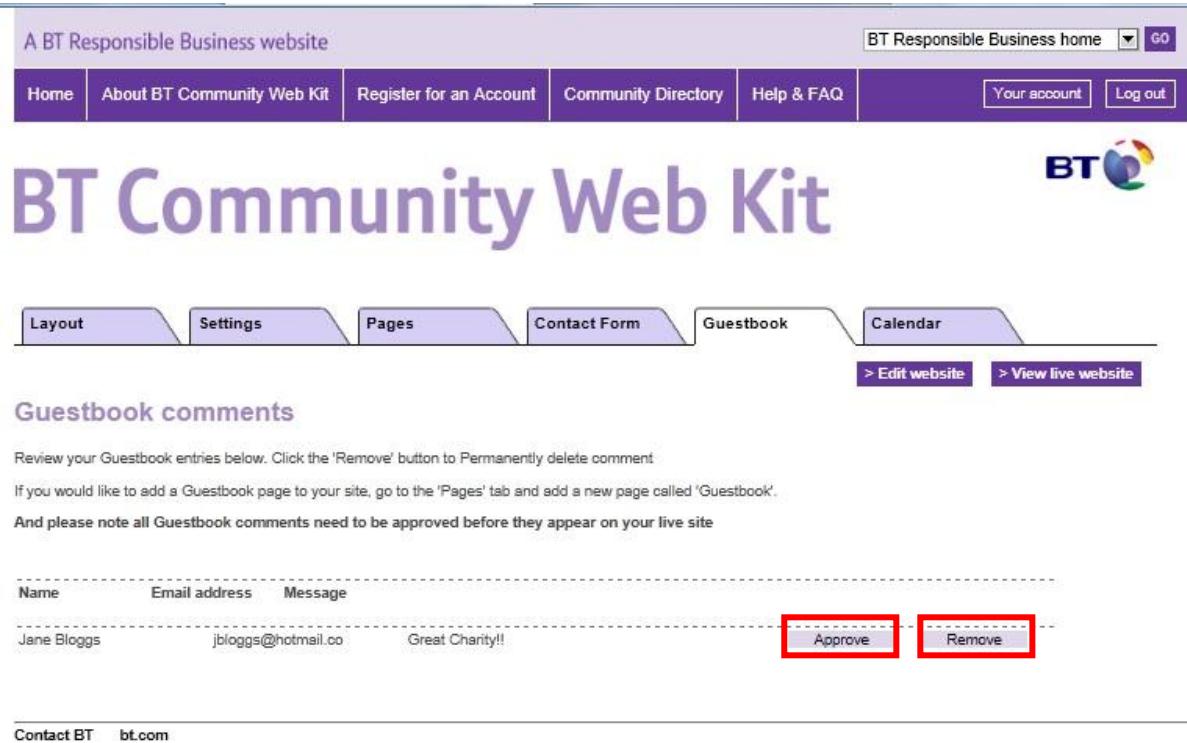
Contact BT bt.com

- You can move selected fields up or down by clicking **[Up]** or **[Down]** buttons.
- Tick the **[Single Line]** checkbox to make a field single line or untick it to make it a multiline field.
- To make a selected field mandatory tick the **[required]** checkbox.
- To exclude a field from the form untick the **[Included]** checkbox.
- You can also specify the email address, to which the entered queries/comments should be sent.
- Click **[Refresh Preview]** to refresh the preview on the right hand side
- Click **[Save]** to save your changes

## Guestbook

If you would like to add a Guestbook page to your site, go to the 'Pages' tab and add a new page called 'Guestbook'.

This page is where you can review your Guestbook entries.



A BT Responsible Business website

BT Responsible Business home

Home About BT Community Web Kit Register for an Account Community Directory Help & FAQ Your account Log out

**BT Community Web Kit**

Layout Settings Pages Contact Form Guestbook Calendar

> Edit website > View live website

### Guestbook comments

Review your Guestbook entries below. Click the 'Remove' button to Permanently delete comment

If you would like to add a Guestbook page to your site, go to the 'Pages' tab and add a new page called 'Guestbook'.

And please note all Guestbook comments need to be approved before they appear on your live site

Name	Email address	Message	Actions
Jane Bloggs	jbloggs@hotmail.co	Great Charity!!	<input type="button" value="Approve"/> <input type="button" value="Remove"/>

Contact BT bt.com

- Click the **[Approve]** button if you would like comments to appear on your website.
- Click the **[Remove]** button to permanently delete a comment – there is no way of restoring these comments once deleted

## Calendar

Display the Calendar on page :  Or

◀ ▶ **today** 05/02/2012 - 11/02/2012 Day Week Month

all day	Sun, 5	Mon, 6	Tue, 7	Wed, 8	Thu, 9	Fri, 10	Sat, 11
6pm							
7pm							
8pm							
9pm							
10pm							
11pm							

true

You can add Calendar entries using the BT Community Web Calendar.

## Setting up your Calendar Page

- Go into your account
- Click on the Calendar tab, shown above
- Now, choose a page to put your calendar on. Click on the drop down box (shown above) and select a page OR click on create a new Calendar page. This page will be titled Calendar.



## Calendar entries

Display the Calendar on page : **Calendar** Or [Create a new 'Calendar' Page](#)

The calendar interface shows a day view from Sunday, 5 to Saturday, 11. A red box highlights a pop-up window in the center of the screen. The pop-up window has a title bar and three buttons: 'Save', 'Cancel', and 'Options'.

## Adding Calendar Entries

- Choose a date and time for your entry by right clicking on the correct square. This brings up the above pop up box.
- Click on options. This will bring up another pop up box.

The 'New Appointment' dialog box contains the following fields:

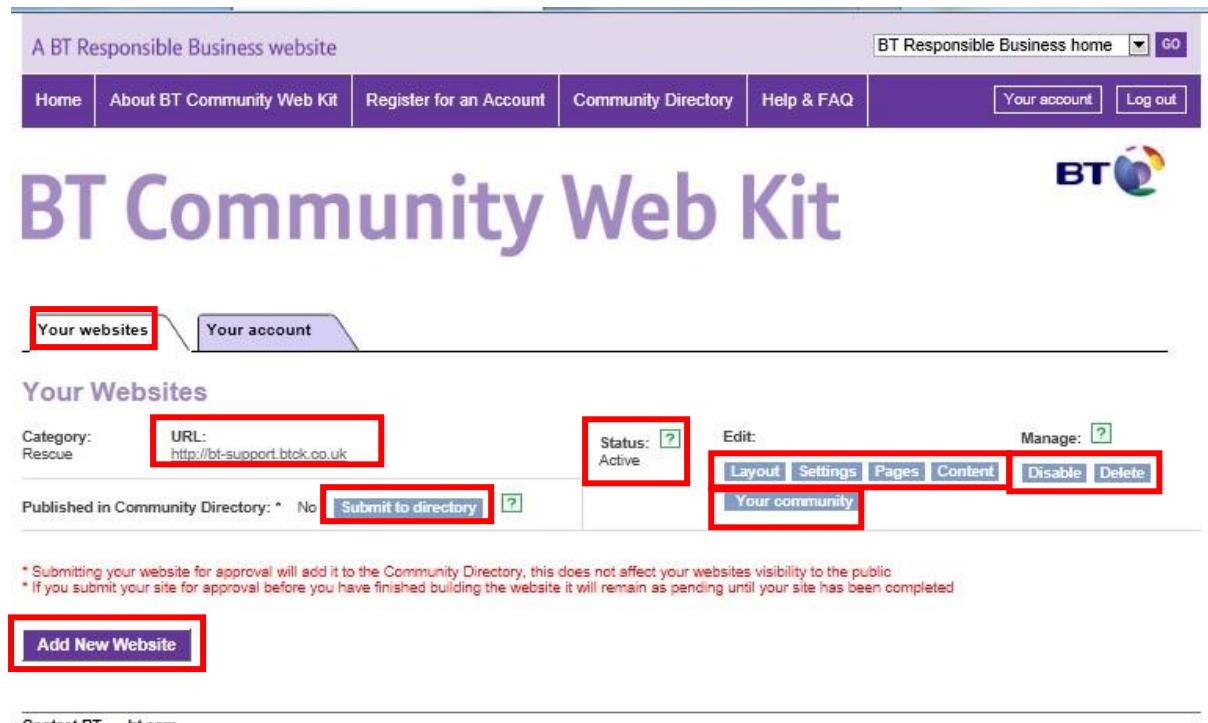
- Subject:
- Start time:  2/7/2012 9:00 PM
- End time:  2/7/2012 9:30 PM
- All day:
- Description:
- Buttons: Save, Cancel

- Enter the Subject title, start/end date and time
- [optional] Enter description
- Remember to save any changes

## Your Account

### Your Websites

In this section you can view the websites that you have registered under your account:



A BT Responsible Business website

BT Responsible Business home ▾ GO

Home About BT Community Web Kit Register for an Account Community Directory Help & FAQ Your account Log out

**BT Community Web Kit**

Your websites Your account

**Your Websites**

Category: Rescue URL: http://bt-support.btck.co.uk Status: Active Edit: Manage: ?

Published in Community Directory: \* No Submit to directory ?

Your community

Add New Website

Contact BT bt.com

- URL – this is the URLs of any sites you have registered under your user account
- Status – this indicates if your site is active or disabled
- **[Submit to Directory]** click this button to submit your completed site to the Community Directory, this will display as pending until it is authorised. This does not affect your sites live status.
- Edit: **[Layout]** / **[Settings]** / **[Pages]** / **[Content]** buttons take you back to the 'Edit Site Properties Section'
- **[Your Community]** button takes you to a page where you can enter your Organisation details.
- Manage: **[Disable]** button disables your site so that it cannot be viewed by the public
- Manage: **[Delete]** button deletes your site – this cannot be restored if deleted
- **[Add New Website]** button allows you to add details of an additional website you want to include in your user account

## Your Account

In this section you can amend your account details, to save any changes click the **[Save]** button at the bottom of the page:

A BT Responsible Business website

BT Responsible Business home

Home | About BT Community Web Kit | Register for an Account | Community Directory | Help & FAQ |

**BT Community Web Kit**

**Your account**

**About you**

Title (\*)

First name (\*)

Last name (\*)

Email (\*)

**Your BT Community Web Kit account**

Username (\*)

Current Password (\*)

New Password (\*)

Confirm Password (\*)

Security Question (\*)

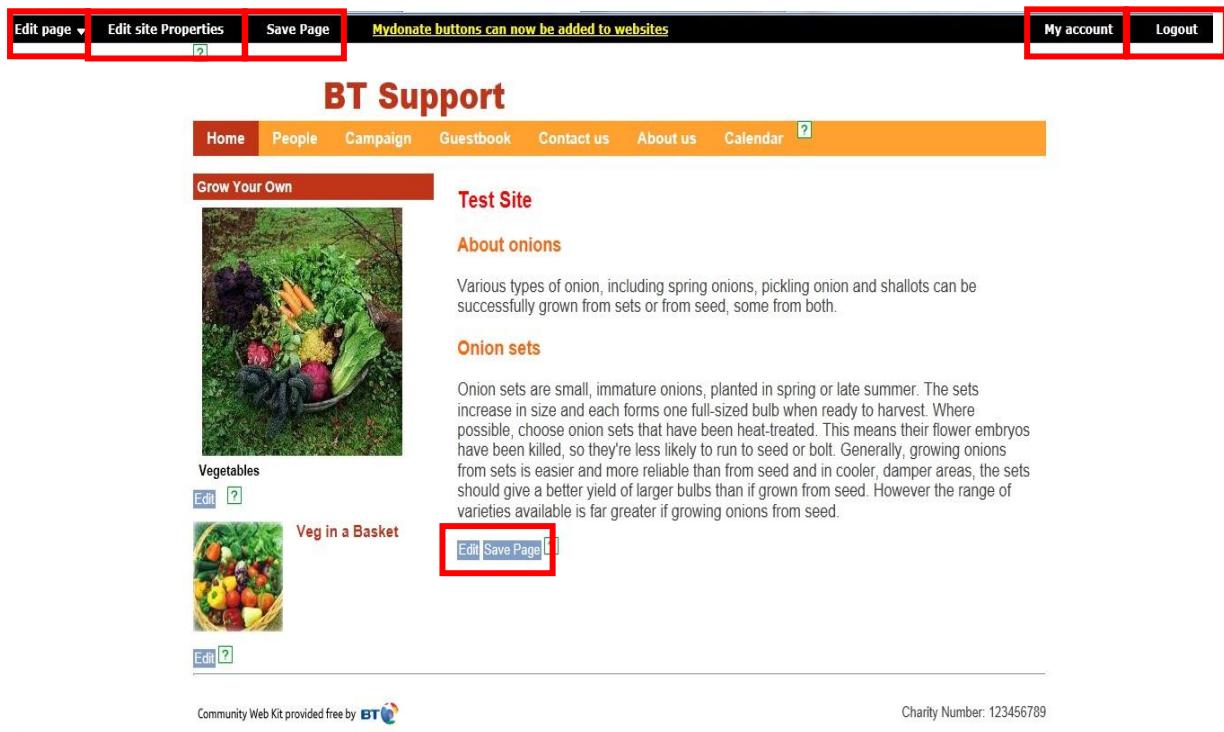
Answer (\*)

Contact BT [bt.com](http://bt.com)

# Creating and Editing your Website Content

Once you have created the properties for your site you can move on to creating and editing the content of your site – the fun part!

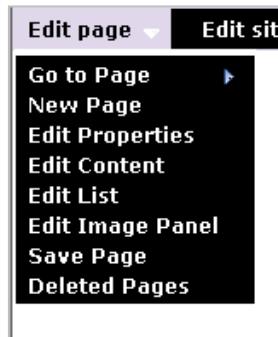
## Edit Website Home Page



The screenshot shows the homepage of the 'BT Support' website. At the top, there is a navigation bar with links: 'Edit page', 'Edit site Properties', 'Save Page' (which is highlighted with a red box), 'Mydonate buttons can now be added to websites', 'My account', and 'Logout'. Below the navigation bar is the website title 'BT Support' and a main menu with links: 'Home', 'People', 'Campaign', 'Guestbook', 'Contact us', 'About us', and 'Calendar'. The main content area features a section titled 'Grow Your Own' with a sub-section 'Test Site'. Under 'Test Site', there is a heading 'About onions' with a description: 'Various types of onion, including spring onions, pickling onion and shallots can be successfully grown from sets or from seed, some from both.' Below this is a heading 'Onion sets' with a detailed description: 'Onion sets are small, immature onions, planted in spring or late summer. The sets increase in size and each forms one full-sized bulb when ready to harvest. Where possible, choose onion sets that have been heat-treated. This means their flower embryos have been killed, so they're less likely to run to seed or bolt. Generally, growing onions from sets is easier and more reliable than from seed and in cooler, damper areas, the sets should give a better yield of larger bulbs than if grown from seed. However the range of varieties available is far greater if growing onions from seed.' To the left of the text, there is an image of a basket filled with various vegetables, with the caption 'Vegetables' and 'Edit [?]'. Below this is another image of a basket filled with fruit, with the caption 'Veg in a Basket' and 'Edit [?]'. At the bottom of the page, there is a footer with the text 'Community Web Kit provided free by BT' and 'Charity Number: 123456789'.

## Edit Page

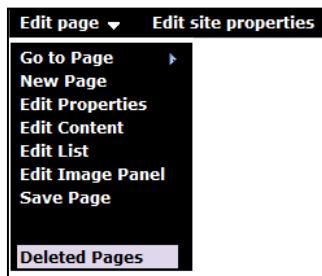
If you place the cursor over the **[Edit Page]** button a drop down menu will appear:



- **[Go to Page]** displays the following dialog box where you can navigate to each page of your website:



- **[New Page]** button takes you to the 'Create a New Page' section in the 'Pages' tab where you can add a new page to the site
- **[Edit Properties]** open the 'Edit Properties' dialog box for that page within the site (full instructions detailed in previous section)
- **[Edit Content]** opens the Content Editor (full instructions detailed in following section)
- **[Edit List]** opens the Content Editor for the list items on the Home page (full instructions detailed in following section)
- **[Edit Image Panel]** opens the Content Editor for the Image Panel on the Home page (full instructions detailed in following section)
- **[Save Page]** allows you to save the changes you have made to the page
- **[Deleted Pages]** takes you to a list of the pages that you have deleted from the site:
  - If you delete a page through the 'Pages' tab within the 'Edit Website Properties' section of the BT Community Web Kit you can restore it by the following procedure:



- Select **[Deleted Pages]**
- This will take you to a list of all deleted pages with the option to restore the deleted page
- Click the **[Restore]** button next to the page that you want to restore and this will restore the page

### Deleted Pages

This page contains a list of pages that have been deleted from your website.  
To restore a deleted page click "Restore" next to the selected page.

Title	Description	Restore
People		Restore

[Contact BT](#)   [bt.com](#)

## Edit Site Properties

This takes you to the tabbed 'Edit Site Properties' section of the BT Community Web Kit.

## Save Page

This saves the changes you have made to the current page.

## My Account

This takes you into the 'My Account' section of the BT Community Web Kit.

## Logout

This logs you out of the BT Community Web Kit.

## Edit



opens the Content Editor (full instructions detailed in following section)

## Save Page



saves the changes you have made to the current page.

## The Content Editor

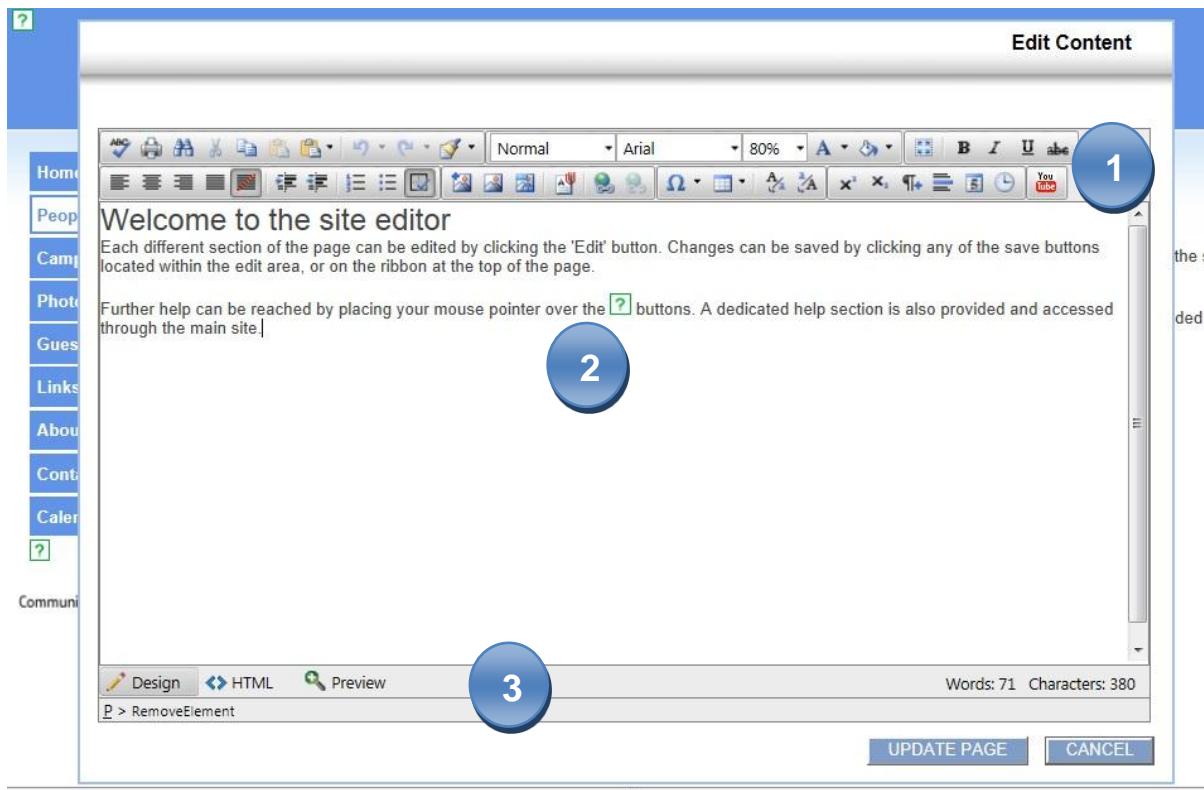


The button next to each of the content areas within the BT Community Web Kit opens the content editor for that section.

The BT Community Web Kit contains a powerful WYSIWYG (What You See Is What You Get) content editor allowing even non-technical users to author and manage HTML content as easily as writing a document. In its familiar Word®-like interface users can seamlessly format text, set hyperlinks, build tables and insert images, documents, etc.

## Editor Interface

Within the BT Community Web Kit administration pages there are a number of text content editors however each of these editors has a similar interface containing one or more toolbars at the top (1) the main text content area in the middle (2) and some view option tabs at the bottom (3).



## 1 Toolbar

The Toolbars are set of buttons and dropdown lists that you can click to perform a variety of common tasks such as making text bold, applying colour, building tables, adding images or files. The editor toolbar buttons have been designed to work in the same way as in Microsoft Word® toolbar buttons.

## 2 Content Area

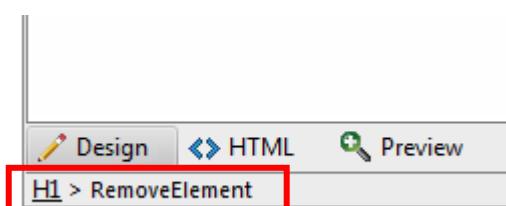
The content area contains the formatted content for the related website page area. This is where you can add, select, modify and delete text, tables, links and inserted images or files. It is also a representation of what the content will look like within the related website page area.

## 3 View Options

The view options tabs allow you to change between advanced HTML editing on the content within the editor for the related website page area and the standard Word®-like design view. It is also possible for you to preview their changes within the editor through the preview tab.

### Tag Inspector

This module displays the path of the selected item (i.e. the DOM path of the current element). It also allows you to select the last (innermost) tag in the hierarchy and remove it using the [Remove Element] button.



## Statistics

This module provides word/character count or other analysis of the content. It is especially useful when you have a word/character limit for an article.

Words: 71 Characters: 380

## Toolbar Buttons

The BT Community Web Builder Toolkit content editor allows you to make modifications to the related website page area text content layout and formatting through the use of Microsoft Word® style buttons.



## Formatting Text Appearance

The buttons in this section work on a selected portion of text. For some tools, it is enough to position the mouse cursor in a word to apply the necessary formatting.

<b>Bold</b>		Applies <b>bold</b> formatting to the selected text.
	Ctrl+B	Select the text and click to apply <b>bold</b> . If the cursor is in a single word, clicking this button applies <b>bold</b> to the whole word.
<b>Italic</b>		Applies <i>italic</i> formatting to the selected text.
	Ctrl+I	Select the text and click to apply <i>italic</i> . If the cursor is in a single word, clicking this button applies <i>italic</i> to the whole word.
<b>Underline</b>		Applies <u>underline</u> formatting to the selected text.
	Ctrl+U	Select the text and click to apply <u>underline</u> . If the cursor is in a single word, clicking this button applies <u>underline</u> to the whole word.
<b>Strikethrough</b>		Applies <del>strike-through</del> formatting to the selected text.
		Select the text and click to apply <del>strike-through</del> . If the cursor is in a single word, clicking this button applies <del>strike-through</del> to the whole word.
<b>Font Name</b>		Sets the font typeface.
		This dropdown allows you to change the font of the selected text.

<b>Font Size</b>		Sets the font size.
		These dropdowns allow you to change the font size of the selected text.
<b>Text Colour (Foreground)</b>		Changes the colour of the selected text.
		This dropdown allows you to change the font colour of the selected text.
<b>Text Colour (Background)</b>		Changes the background colour of the selected text.
		This dropdown allows you to change the background colour of the selected text.
<b>Superscript</b>		Makes text or numbers appear as <sup>superscript</sup> .
		When typing text, you can click this button to make the text that follows <sup>superscript</sup> . The button also works on selected text. You need to click the button again to switch back to normal text typing.
<b>Subscript</b>		Makes text or numbers appear as <sub>subscript</sub> .
		When typing text, you can click this button to make the text that follows <sub>subscript</sub> . The button also works on selected text. You need to click the button again to switch back to normal text typing.
<b>Convert to Lower Case</b>		Converts selected text to lower case
		When typing text and select it, you can click this button to change the text to lower case.
<b>Convert to Upper Case</b>		Converts selected text to upper case
		When typing text and select it, you can click this button to change the text to upper case.

## Formatting Paragraphs & Lists

<b>New Paragraph</b>		Inserts a new paragraph.
	Ctrl+Enter	This button allows you to insert a new paragraph. There is a difference between clicking this button and clicking [Enter]. Click [Enter] to create a new line and keep the paragraph formatting. Click this button to create a paragraph with different paragraph settings that can be changed later on. This feature is important when applying indentation and justification to text.
<b>Numbered List</b>		Creates a numbered list from the selection.
		Select some text or place the cursor inside a paragraph and click this button to make the text a numbered list. Click the button again to turn the numbered list into a regular paragraph of text.
<b>Bulleted List</b>		Creates a bulleted list from the selection.
		Select some text or place the cursor inside a paragraph and click this button to make the text a bulleted list. Click the button again to turn the bulleted list into a regular paragraph of text.
<b>Increase Indent</b>		Indents a paragraph to the right.
		This button indents a paragraph to the right. Each time this button is clicked, the paragraph is indented further to the right within the main content area.
<b>Decrease Indent</b>		Decreases the paragraph indent to the left.
		This button works only if indent has been applied to a paragraph beforehand. To use this button, click anywhere in the paragraph you want to indent to the left and click it.
<b>Horizontal Ruler</b>		Inserts a horizontal line (ruler).
		Click this button to insert a horizontal line below the cursor position within the main content area.
<b>Align Left</b>		Aligns the selected paragraph to the left.
		Click this button to align the selected paragraph to the left.
<b>Centre</b>		Aligns the selected paragraph to the centre.
		Click this button to centre the lines in the selected paragraph.

<b>Align Right</b>		Aligns the selected paragraph to the right.
		Click this button to align the selected paragraph to the right.
<b>Justify</b>		Justifies the selected paragraph to the left and to the right.
		Click this button to justify the selected paragraph.
<b>Remove Alignment</b>		Removes the alignment of the selected paragraph.
		Click this button to remove the alignment settings of the selected paragraph.

## Working with Portions of Text

<b>Spell Checker</b>		Launches the inline Spell Checker
		<p>The spellchecker is a tool for checking spelling of the written text contained within the content area.</p> <p>Spelling is checked asynchronously and all your mistaken words will be highlighted inline. The context menu on every word gives you a quick and easy way to Change, Ignore or Add the word to a custom dictionary.</p> <p>See the Spell Checking section for more details.</p>
<b>Print</b>		Prints the contents of the editor or the whole web page.
	Ctrl+P	Click this button to launch your default printer's dialog box. Click [OK] or [Print] to print the current page in your web browser. It is possible to setup your printers' properties before printing.

<b>Cut</b>		Cuts the selected content and copies it to the Clipboard.
	Ctrl+X	<p>This button works on the selected text, image and/or table. Select some content and click [Cut]. The selected text or image is removed from the page and is stored in the clipboard for later use.</p> <p>Please note that only the last cut (or copied) item is stored in the Clipboard for later use.</p>
<b>Copy</b>		Copies the selected content to the Clipboard.
	Ctrl+C	<p>This button works on the selected text, image and/or table. Select some content and click [Copy]. This tool can be very helpful when you need to type the same text many times.</p> <p>The content is stored in the clipboard for later use but please note that only the last copied (or cut) item will be stored within the Clipboard.</p>
<b>Paste</b>		Pastes copied content from the clipboard into the editor.
	Ctrl+V	<p>After you have either [Cut] or [Copied] an item (text, image, etc.), you can [Paste] it using this button.</p> <p>Place the cursor where you want the item to appear and click on the [Paste] button to retrieve the text from the clipboard.</p>
<b>Paste from Word</b>		Pastes copied content from the Clipboard into the editor.
		<p>After you have either [Cut] or [Copied] an item (text, image, etc.), you can [Paste] it using this button and the editor will clean all unnecessary Microsoft Office related tags from the retrieved text taken from the Clipboard.</p> <p>In case you try to paste Word content with the regular [Paste] button or Ctrl+V, a dialog will appear asking whether to clean the Word markup. If the Clipboard content does not come from Word, the dialog does not show.</p>
<b>Paste from Word (Cleaning Fonts &amp; Sizes)</b>		Pastes copied content from the clipboard into the editor.
		<p>After you have either [Cut] or [Copied] an item (text, image, etc.) in Microsoft Word ®, you can [Paste] it using this button. The editor will clean all of the unnecessary Microsoft Office related tags plus font formatting.</p>
<b>Paste Plain Text</b>		Pastes copied content from the clipboard into the editor.
	Ctrl+V	<p>After you have either [Cut] or [Copied] an item (text, image, etc.), you can [Paste] it using this button.</p> <p>The [Paste Plain Text] button works similarly to [Paste from Word], but it removes all HTML formatting and pastes plain text, preserving the line breaks.</p>

<b>Paste as HTML</b>		Pastes copied content from the clipboard into the editor.
	Ctrl+V	<p>After you have either [Cut] or [Copied] an item (text, image, etc.), you can [Paste] it using this button.</p> <p>This tool allows you to paste the HTML content of the Clipboard as code, which may be quite convenient for developer-oriented applications.</p>
<b>Paste HTML</b>		Pastes copied content from the clipboard into the editor.
<b>Format Stripper</b>		Removes Word®, custom or all formatting.
		Strips (removes) the formatting from the selected text or all of the content within the editor.

## Inserting Elements

<b>Image Manager</b>		Opens the image dialog
	Ctrl+G	<p>The image dialog allows you to insert, upload, create thumbnails and set image properties.</p> <p>See the Working with Images section for more details.</p>
<b>Insert Image</b>		Insert and edit images
		<p>This dialog is a light version of Set Image Properties and its content is immediately loaded without delay.</p> <p>The user could insert images with HREF paths that come from internal or external domains.</p>

<b>Document Manager</b>		Opens the document manager dialog
		<p>The document manager dialog allows you to insert a predefined document at the cursor position into the editor.</p> <p>See the Working with Documents section for more details.</p>
<b>Image Map Editor</b>		Opens the Image Map editor.
		<p>The Image Map allows you to create images containing one or more invisible regions which are linked to other pages, otherwise known as hotspots.</p> <p>See the Working with Image Maps section for more details.</p>
<b>Insert Table</b>		Inserts a table in the content area of the editor.
		<p>Inserting a table in the editor is as easy as in Microsoft Word®: just click the button and select the number of rows and columns you would like to create. The table is inserted at the cursor position.</p> <p>See the Working with Tables section for more details.</p>
<b>Hyperlink Manager</b>		Makes the text selection a hyperlink.
	Ctrl+K	<p>This button allows you to create a hyperlink from the selected text, number or image.</p> <p>In the hyperlink dialog, you need to choose the type of link you want to insert: Hyperlink, Anchor or E-mail.</p>
<b>Remove Hyperlink</b>		Removes hyperlink from the selected text, number or image.
	Ctrl+Shift+K	Select an image/text in a hyperlink, anchor or e-mail link and click this button to remove the link.
<b>Insert Symbol</b>		Inserts symbol
		Click this button to display a dropdown list with the built-in symbols. Select a character to insert at the cursor position.
<b>Insert Time</b>		Inserts the current time
		Click this button to insert the current time at the selected cursor location on the editable area.

<b>Insert Date</b>		Inserts the current date
		Click this button to insert the current date in the editable content area.

## View

<b>Show/Hide Table Borders</b>		Shows/hides table borders.
		Toggles borders of all tables within the editor ON and OFF. The ON function works on tables with hidden borders.
<b>Design Mode</b>		Places the editor in design mode
		Click this button to switch the content editor WYSIWYG to design mode.
<b>HTML Mode</b>		Places the editor in HTML mode
		Click this button to switch the editor to HTML mode.
<b>Preview Mode</b>		Places the editor in Preview mode
		Click this button to switch the editor to preview mode to see the result of your changes without any editor set formatting.  An example of editor set formatting would be the dotted lines around table cells with no set borders.

## Miscellaneous

<b>Undo</b>		Disregards the last action
	Ctrl+Z	Click to undo your last changes.  This includes but is not limited to inserting tables, moving images and formatting text. Expand the dropdown list to select multiple actions to undo.
<b>Redo</b>		Redoes the last undone action.
	Ctrl+Shift+Z, Ctrl+Y	Click to redo the last undone action. Expand the dropdown list to select multiple actions to redo.
<b>Find &amp; Replace</b>		Opens the Find and Replace dialog.

	Ctrl+F	Finds user defined text within the content editor and replaces it with other user defined text.
<b>Select All</b>		Select all the editor content
	Ctrl+A	Selects the whole content of the editor including any text, images, tables and other content items.

## Other Shortcuts

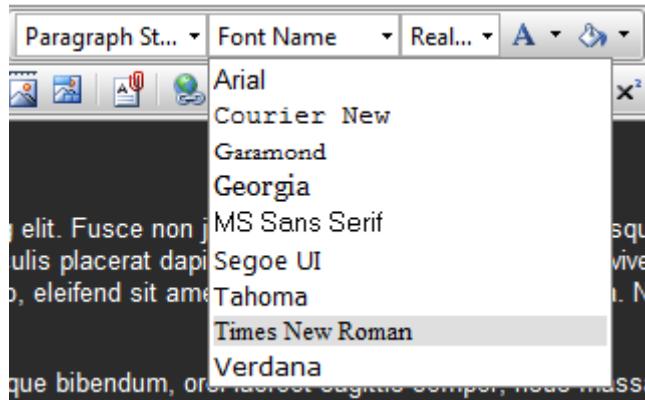
Ctrl + A	Selects the whole content of the editor.
Ctrl + W	Closes the active window.
Alt + F4	Closes the active application.

## Formatting Text

The following section contains information on how to use the text formatting functionality contained within the BT Community Web Kit Content Editor.

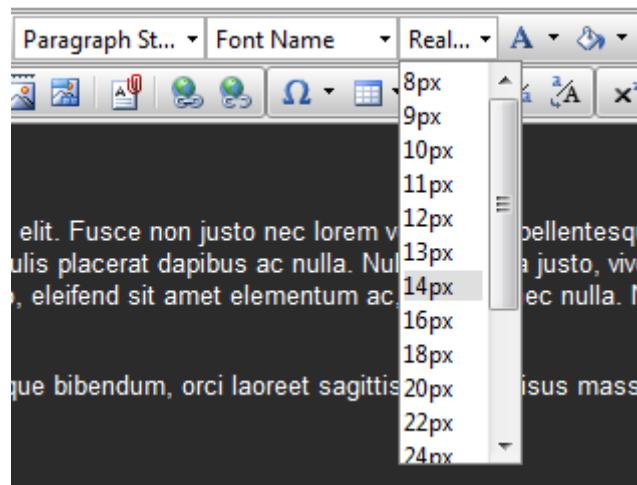
### Changing the Text Font

To change the font of some text, select the text first and then select a font from the dropdown list on the content editor's toolbar.



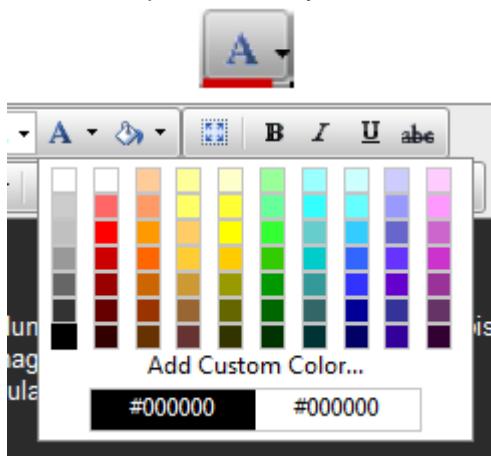
### Changing the Text Size

To change the font size of some text, select the text first and then select a font size from the dropdown list on the content editor's toolbar.



## Applying Text Colours

To apply a **foreground colour** to some text, select the text first and then click the [Foreground Colour] button on the toolbar. This opens a colour picker where you can select a colour to apply.



To apply a **background colour** to some text, select the text first and then click the [Background Colour] button on the toolbar. This opens a colour picker where you can select a background to apply.



## Setting Text Alignment

You can set the paragraph alignment to left, right, centre or justify. Select the text and from the toolbar, click the button for the alignment to be set.



## Indentation

Indentation allows you to move the selected paragraph to the left [Indent] or to the right [Outdent]. The Outdent works only if Indent has been applied.

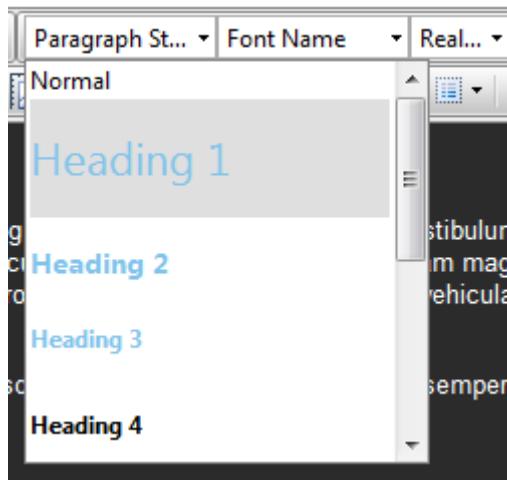
To apply indentation to the selected text, place the cursor inside a paragraph and click the indentation button:



## Applying Paragraph Styles

Predefined paragraph styles are used to ease the process of formatting paragraphs. You can apply consistent paragraph styles to a document. The predefined styles include different heading styles, and other styles defined by the developer.

To apply a paragraph style to some text, first place the cursor within the text, then from the paragraph styles dropdown list, select the style you want to apply.

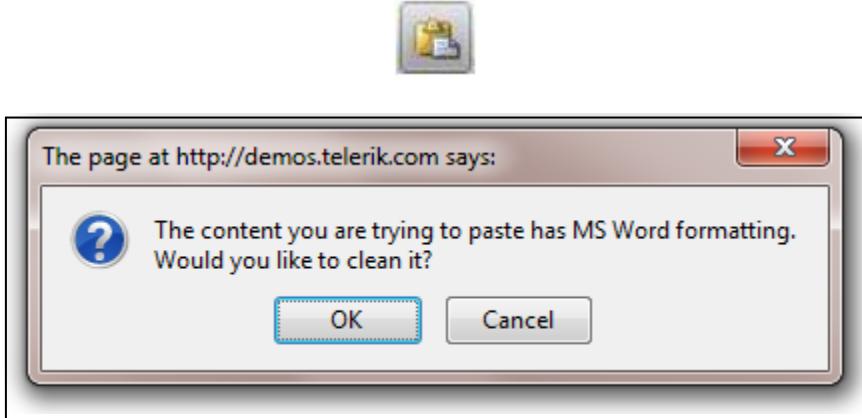


## Copying Formatted Text

Copying formatted text from Microsoft Word, Internet explorer and other applications is pretty straightforward. The editor introduces a number of tools that help users paste formatted text from Microsoft Word or other applications, and apply different types of format stripping. Here is the list of different Paste buttons / dialogs:

## Paste button or Ctrl+V

In case you are trying to paste Word content with the regular [Paste] button or Ctrl+V, a dialog will prompt whether the Word markup should be cleaned. If the Clipboard content does not come from Word, the dialog will not be shown.



## Paste from Word

To strip MS Word-specific formatting (<o:p> and other Word tags, mso styles and classes) from the copied from MS Word content before pasting it in The editor, click the [Paste from Word] button.



## Paste from Word, Strip Font

When pasting MS Word content by clicking on the [Paste from Word Clean Fonts] button the editor will clean unnecessary Microsoft Office related tags plus font formatting.



## Paste Plain Text

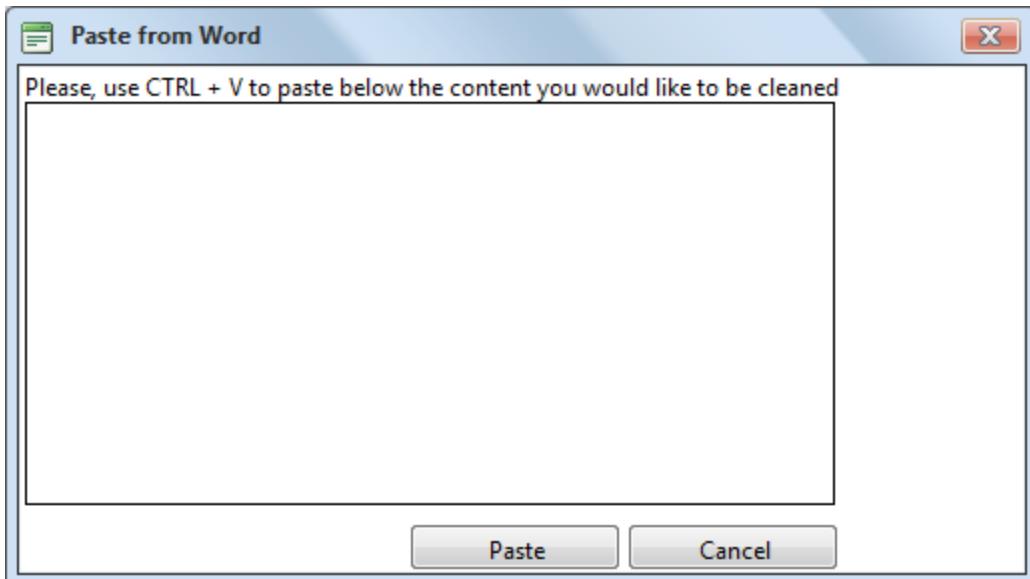
The [Paste Plain Text] button works similarly to [Paste from Word], but removes all HTML formatting and pastes plain text, preserving the line breaks.



## Pasting content in non IE browsers

When the editor is used under Firefox, Opera, Safari and Google Chrome and any of the paste events discussed above are used a new dialog window appears. This is due to browser restrictions that do not allow accessing the content from the clipboard. To copy and paste content from and in the editor, you should use the Ctrl+C and Ctrl+V shortcuts.

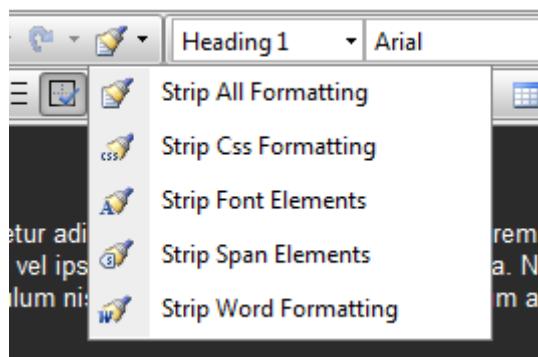
The text to be pasted is entered in this dialog. After the OK button is clicked, this text is added to the editor text area.



### Strip Word-Formatting after Paste

As an alternative to the [Paste from Word] tool you can paste the formatted content first and then strip it using the [Format Stripper] tool.

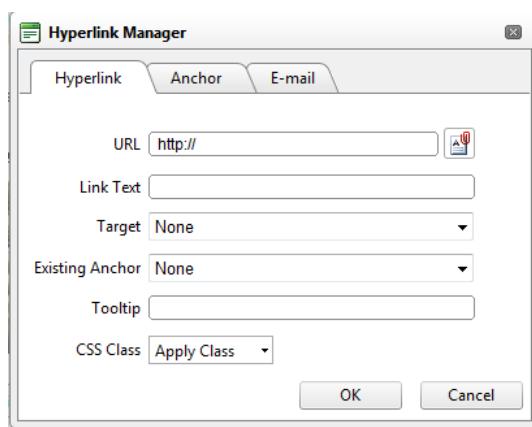
Once you have pasted the formatted text in the editor, you can remove the Word-specific formatting that is not suitable for the web. To do that, first select the text and then select [Strip Word Formatting] from the Code Stripper dropdown list.



## Working with Hyperlinks

### Inserting a Hyperlink

- Select the text or object that you want to set as a hyperlink.
- Click the **[Hyperlink Manager]**  button. The "Hyperlink Manager" dialog appears.
- In the URL field, enter the web address that you want the link to point to or from the Existing Anchor dropdown list, choose an anchor inserted in the current document. It is also possible to insert a link pointing to a document by pressing the **[Document Manager]**  icon in the link manager, selecting a file and pressing the Insert button.
- (Optional) Fill the Link Text field if you want to specify the text of the link,
- (Optional) Select a target for the link.
- (Optional) Enter a tooltip. This text will appear when the mouse cursor is placed over the hyperlink (text or image).
- Click **[OK]**
- To save your changes click **[Update page]**



### Internal Hyperlink

To do this, you follow the steps as above. However, when you insert the URL for the internal page, this needs to be taken from the live website NOT the website URL in edit mode.

To get the correct URL:

- Go to Your Account

# BT Community Web Kit



Layout      Settings      Pages      Contact Form      Guestbook      Calendar

> Edit website

> View live website

## Choose your layout & colours

Choose a template from the 9 options below, each offers a different layout, some maybe more suitable than others depending on how much text or images you want to add to your website.



### 1: Select the type of layout

Template 1



Template 2



Template 3



Template 4



Template 5



Template 6

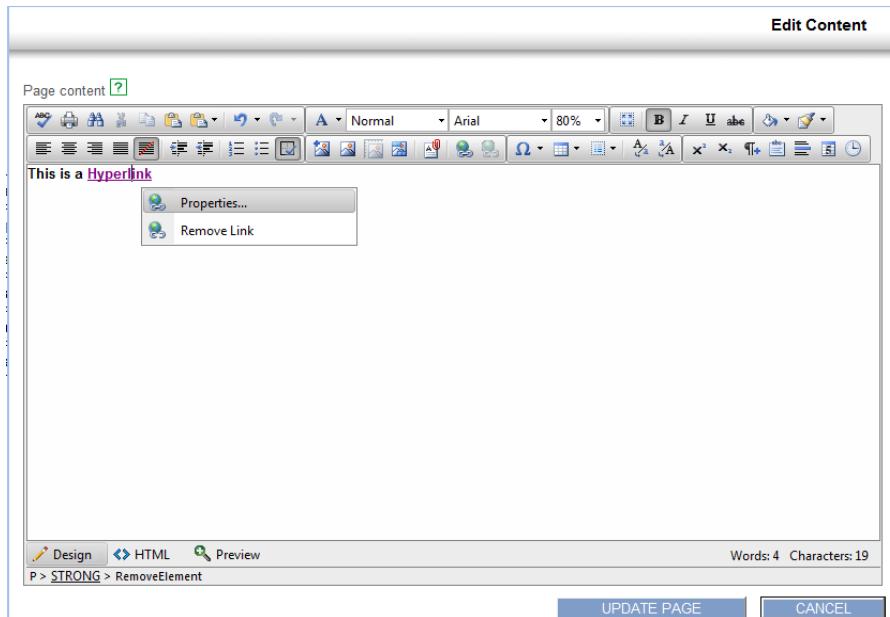


### 2: Then select the colour theme by clicking the image



- Click on 'View live website'
- A new tab will open with the live site. Navigate to the page you would like to link to. This page will have the correct URL address.
- You can then follow the steps detailed above, using the Hyperlink Manager.

## Modifying a Hyperlink



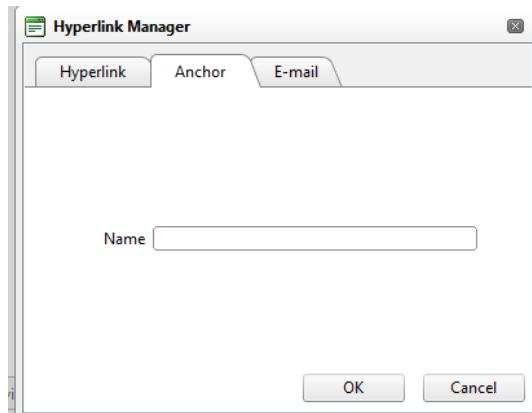
- Click inside the hyperlink (or in the image if you have an image link)
- Right-click to open the context menu and click **[Properties]**. Alternatively, you may click the **[Hyperlink Manager]** button again. The "Hyperlink Manager" dialog will appear.
- Modify the hyperlink attributes (URL, tooltip, etc.) and click **[OK]**
- To save your changes click **[Update page]**

## Removing a Hyperlink

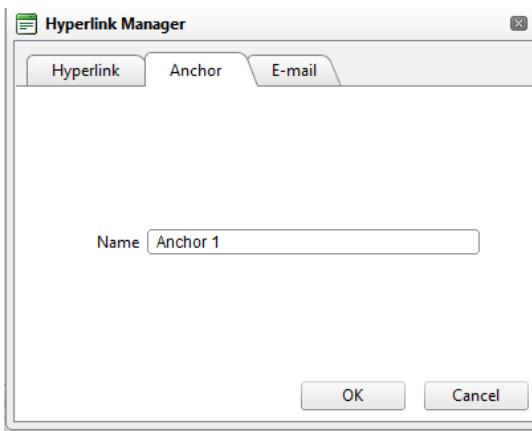
- Select the text or image that has been set as a hyperlink.
- Click the **[Remove Link]** button. You will notice that all formatting, related to links (blue color, underline, etc.) will be removed from the text. This holds true for the inserted documents as well.
- To save your changes click **[Update page]**

## Inserting Anchors

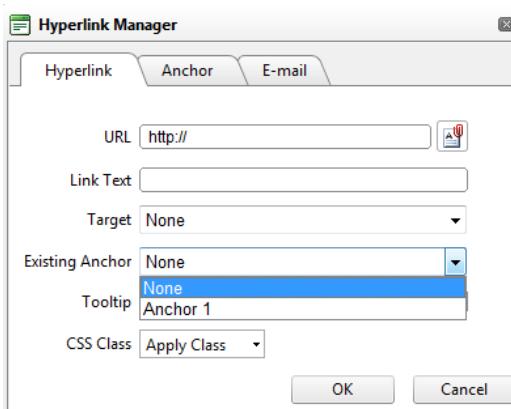
The anchor function is particularly helpful if you have a very long web page. With this function, your readers will be able to jump from one section of the page to another. In other words, the anchor is used for hyperlinks that lead to the same page or a particular place in another page. The anchor defines the destination to which a hyperlink must lead. Then you can create a hyperlink and point it to that anchor.



- Define the Anchor. Place the cursor where you want the hyperlink to lead.
- Click the **[Hyperlink Manager]**  button. Select the **[Anchor]** tab. Enter a unique name for the anchor (e.g. “Anchor1”).



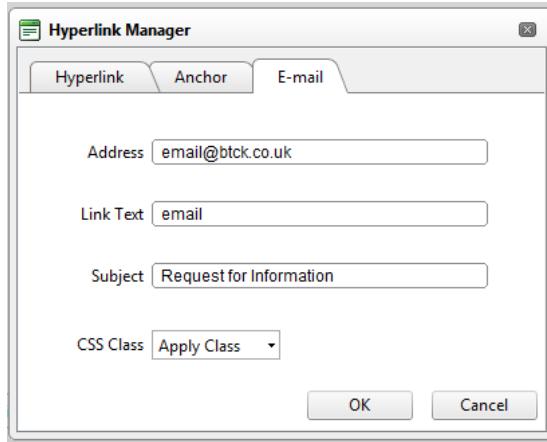
- Click **[OK]**.
- Create the hyperlink that will lead to the Anchor. Select some text or an image.
- Click the **[Hyperlink Manager]**  button again. Select the **[Hyperlink]** tab.
- In the URL field, type “#” followed by the name of the anchor (in our case “Anchor1”, so you will have to enter **#Anchor1**). In addition, from the Existing Anchor dropdown list, you can select an anchor inserted in the current document.



- Change the Type to “Other”.
- Click **[OK]**.
- To save your changes click **[Update page]**

## Inserting E-mail Links

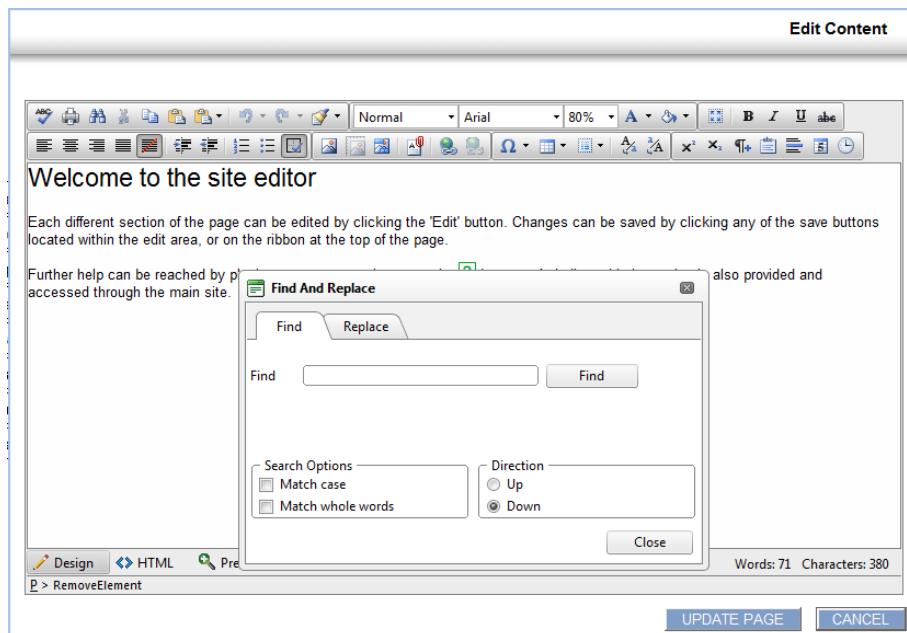
E-mail links do not lead to other web pages, but rather open the default e-mail application on your machine and prompt you to send a message to the provided addressee. When creating e-mail links, you can also specify default subject for the message (e.g. "Request for information").



- Select the text or image that you want to set as an e-mail link.
- Click the **[Hyperlink Manager]**  button. The "Hyperlink Manager" dialog appears.
- Click the **[E-mail]** tab.
- Enter the e-mail address in the Address field.
- (Optional) Enter a text that will appear as an e-mail link
- (Optional) Enter a subject for the e-mail message in the Subject field
- (Optional) Select a CSS Class from the dropdown list.
- Click **[OK]**
- To save your changes click **[Update page]**

## Find and Replace

To find (and subsequently replace) a word or passage of text in the content, click the **[Find and Replace]**  button on the toolbar. This dialog provides options like search direction, scope, match case, and match whole words only.



To find and replace a certain abstract of text do the following:

- Select a range of content (it may contain images and tables as well) if you want to search only in that content.
- Click the **[Find and Replace]** button or press **[Ctrl+F]**. The **Find and Replace** dialog appears.
- Type the word or abstract of text you want to find in the **Find** field.
- (Replace) If you want to replace this text with a different one, click the **[Replace]** tab.
- (Replace) Choose other options like search direction, scope, etc.
- (Replace) Click **[Find Next]**, **[Replace]**, or **[Replace All]** respectively
- To save your changes click **[Update page]**

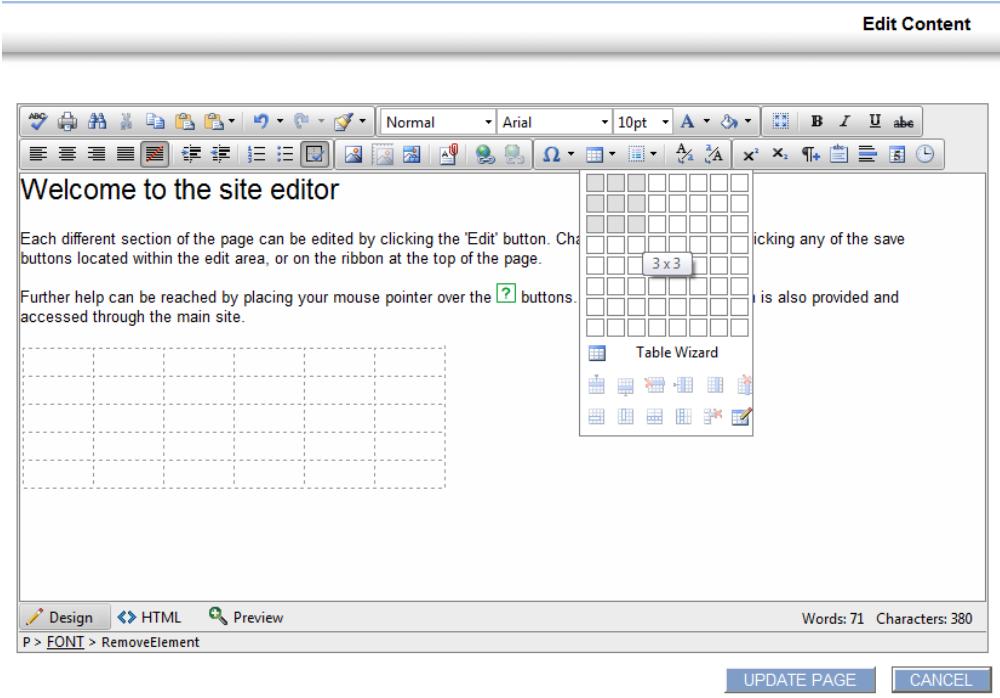
**Note:** If you have replaced a given text with the **Replace** or **Replace All** functions by mistake, you can click **[Cancel]** and the replacement will be undone. To confirm the replacement click **[OK]**

## Working with Tables

BT Community Web Kit Content Editor offers two ways for creating tables. The best approach in each particular situation depends on your preferences and the table complexity. For simpler tables we recommend the click-and-drag Table Builder, whereas, for more complex tables the Table Wizard is more appropriate.

### Creating a Table Using the Table Builder

- Position the cursor where you want to create the table.
- Click the **[Insert Table]**  button on the BT Community Web Kit Content Editor toolbar.
- Drag the mouse cursor to select the number of rows and columns you want. Click the left mouse button. Alternatively, you can click-and-drag to make the selection.

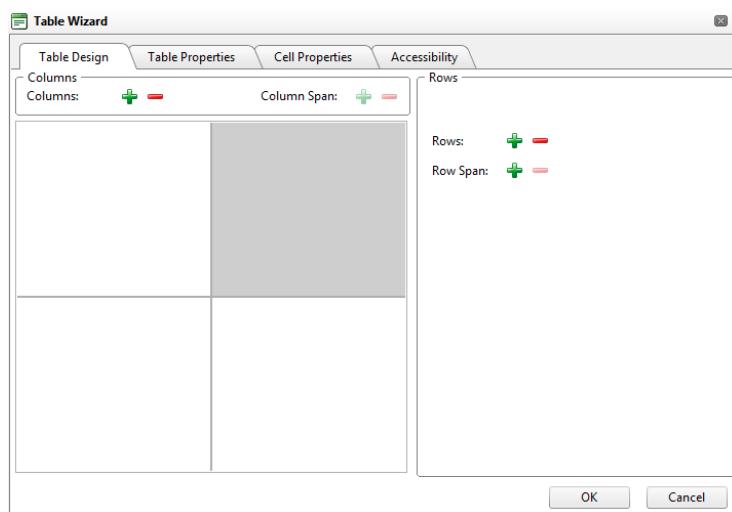


## Creating a Table Using the Table Wizard

- Position the cursor where you want to create the table and click the **[Insert Table]** button on the BT Community Web Kit Content Editor toolbar.
- Click the **[Table Wizard]** button at the bottom to open the “Table Wizard” dialog.



- The Table wizard appears and you can use it to create your table and set its properties.
- To add or remove columns or rows, click **[+]** or **[ - ]** next to “Columns” and “Rows”:



- Click **[+]** next to “Column span” to merge the right cell with the cell you have selected. Click the **[ - ]** button to unmerge the left cell.
- The **[ - ]** or **[+]** buttons next to “Row span” work in a similar way as “Column span” but for rows.

If you click the **[Insert]** button, the defined table will be created. Further customization of this table is allowed using the **[Table Properties]**, **[Cell Properties]**, and **[Accessibility]** tabs of the Table Wizard. The next few sections describe in detail how to modify tables.

## Inserting a Table from Microsoft Excel® or other Applications

Inserting a table from Microsoft Excel® or other applications into the BT Community Web Kit Content Editor is an easy copy-paste operation. Most of the formatting is preserved, including borders, text, numbers and cell colour. Formulae, however, will not be pasted.

## Show/Hide Table Borders

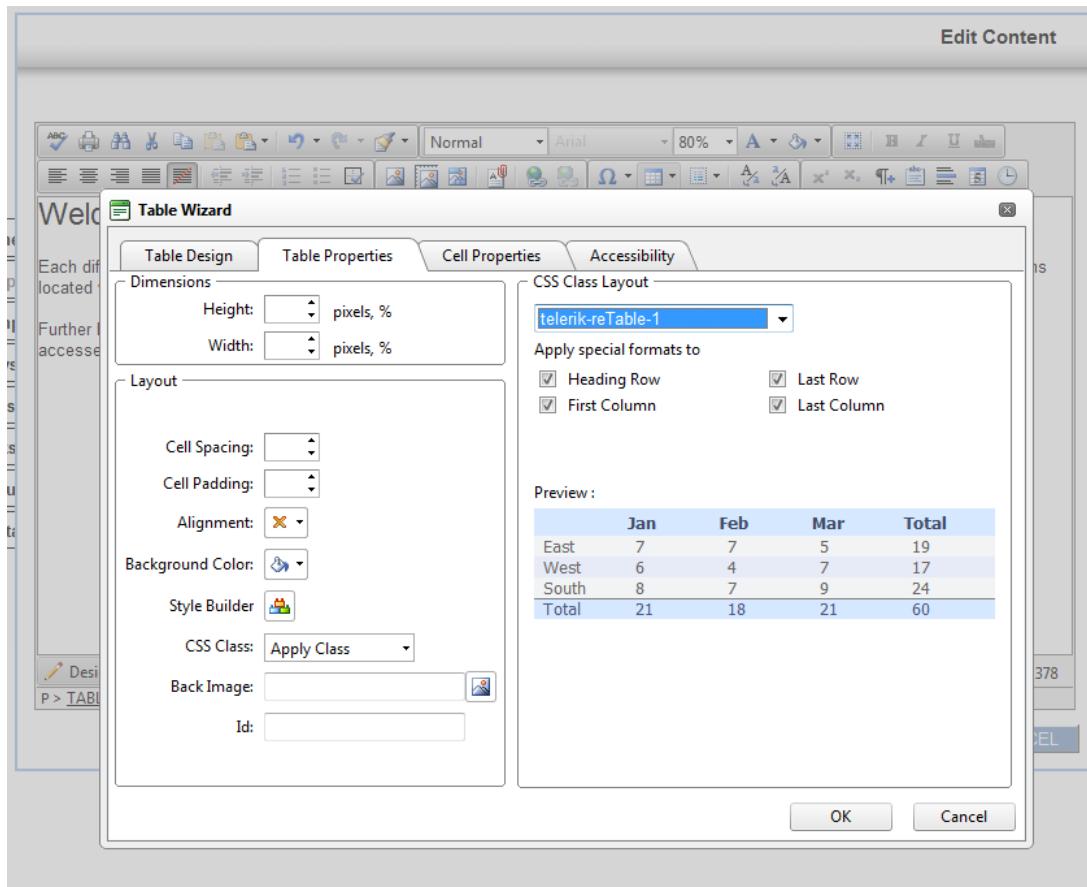
If you have created a table that has no borders by default, you can switch on the auxiliary borders. They are not saved in the content but only help you locate and work with your table. You can toggle

the auxiliary borders using the **[Show/Hide Table Borders]**  button on the toolbar.

## Formatting Tables

The “Table Properties” dialog allows you to fine-tune the appearance of a new or an existing table. You can reach the **[Table Properties]** tab in either of the following ways:

- From the Table Wizard, click the **[Table Properties]** tab.



- Right-click inside an existing table and select "Table Properties" from the context menu. This opens the Table Properties dialog.

## Table Properties Explained

Once the Table Properties dialog tab is opened, you can set the appearance of the table. This involves setting one or more of the following table properties:

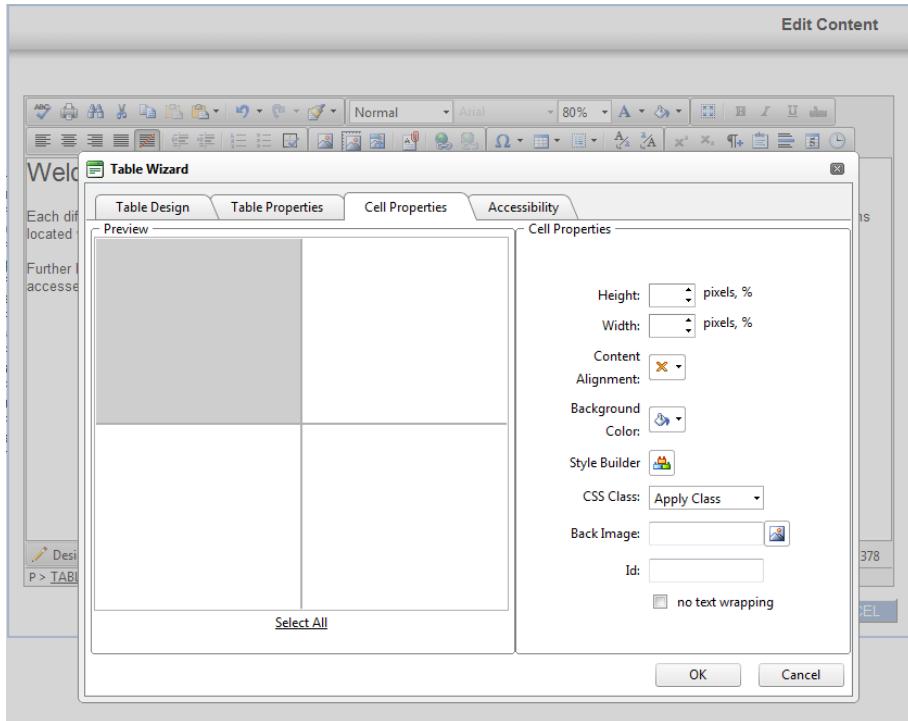
- **Width/Height** Specifies the height and the width of the table (in pixels or percent).
- **Background** Sets the background color of the table.
- **Alignment** Aligns the table to the left, center or right side of the page.
- **Cell spacing** Increases or decreases the space between the borders of the cells.
- **Cell padding** Increases or decreases the space between the content and the border of a cell.
- **Border** Includes setting border width, color, and layout.
- **ID** Setting an ID for a table gives some options for advanced table handling.
- **Background Image** Sets an image as the table background.
- **CSS Class** Specifies table CSS class and style. This property should be used only by advanced users.

- **Style Builder** Provides options to define cascading style sheet (CSS) style attributes. A CSS style combines individual formatting and positioning attributes into an attribute set that you can apply all at one time.

## Cell Properties Explained

The “Cell Properties” dialog allows you to fine-tune the appearance of individual cells of a given table. You can reach the **[Cell Properties]** tab in either of the following ways:

- From the Table Wizard, click the **[Cell Properties]** tab



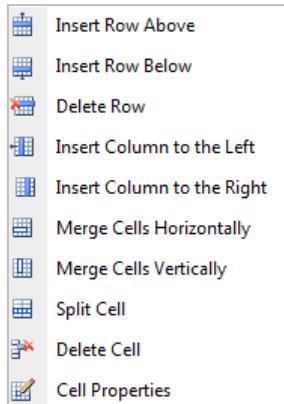
- Right-click a table cell and select "Cell Properties" from the context menu. This opens the Cell Properties dialog.

Once the Cell Properties dialog tab is opened you can set the appearance of the individual cells. This involves setting one or more of the following cell properties:

- **Width/Height** Specifies the height and the width of the selected cell (in pixels or percent).
- **Content alignment** Aligns the content within the selected cell, vertically and horizontally.
- **Background (color)** Changes the background colour of the selected cell.
- **Background Image** Sets an image as the cell background.
- **Style Builder** Provides options to define cascading style sheet (CSS) style attributes. A CSS style combines individual formatting and positioning attributes into an attribute set that you can apply all at one time.
- **ID** Setting an ID for a cell gives options for some better cell handling (for advanced users and developers)
- **No Wrapping** Enables/disables text wrapping (i.e. forces a new line when the text reaches the Cell border).
- **CSS Class** Specifies cell CSS class and style. This property should be used only by advanced users.

## Inserting/Deleting Rows and Columns

Once you have created a table, you can easily add or delete rows and columns. To do this, right-click inside a table cell to display the context menu.

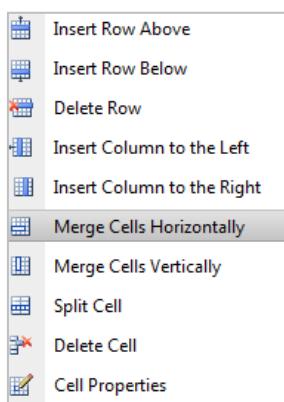


To insert a new row, do the following:

- Place the cursor in the row on top or beneath which you want to insert a new row.
- Right-click to open the context menu.
- From the menu, select the "Insert Row Above/Below".

You can insert new columns in a similar fashion. To delete rows or columns, simply place the cursor in the respective row/column and select "Delete Row/Column" from the context menu.

## Merging/Splitting Cells



To merge a cell with the adjacent cell, do the following:

- Select the cell.
- Right-click to open the context menu.
- From the menu, select "Merge Cells Horizontally/Vertically".

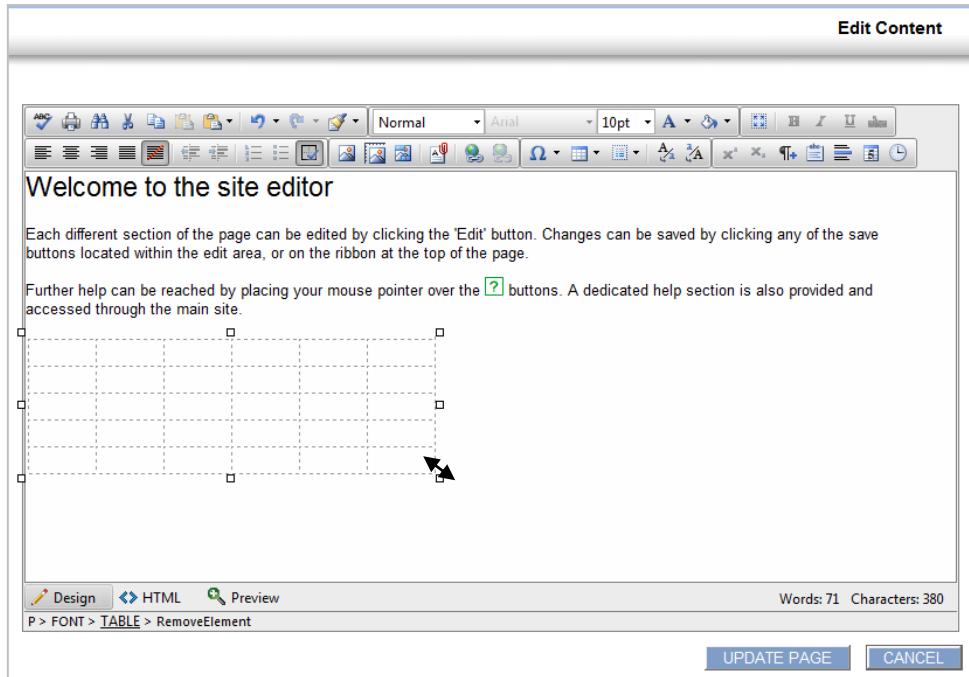
To split a cell, do the following:

- Select the cell.
- Right-click to open the context menu.
- From the menu, select "Split Cell / Split Cell Horizontally".

## Resizing Tables

You can resize an existing table in two ways:

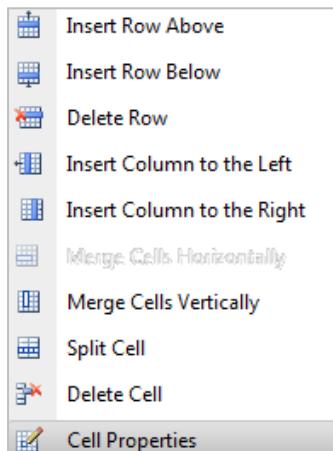
- by specifying dimensions in the **[Table Properties]** tab (explained in the previous sections)
- by direct drag-and-drop



To resize a table with a drag-and-drop, do the following:

- Click the table border to select the whole table. Eight small squares will appear in the outer area of the table (see the screenshot above).
- You can drag any of these handles vertically, horizontally or diagonally to resize the table. All cells that do not have exact dimensions (specified in pixels), will be resized evenly to accommodate the new table size.

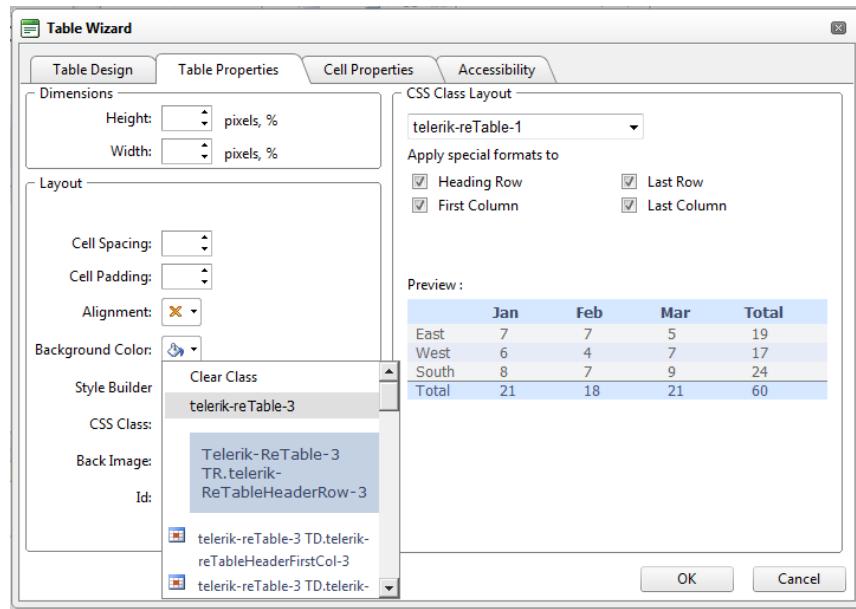
## Formatting Tables with CSS Classes



CSS class provides an easy and consistent way for formatting tables. In order to use the CSS Class, you have to first create the table and then open the Table Properties dialog to apply the predefined CSS class.

To apply a CSS class to a table or an individual cell, you need to do the following:

- Click the table/cell right-click to open the context menu
- From the menu, click "Set Table/Cell Properties" to open the "Table/Cell Properties" dialog tab.
- Select the CSS class from the dropdown list at the bottom of the dialog.
- Click the **[OK]** button.



## Creating Bulleted/Numbered Lists

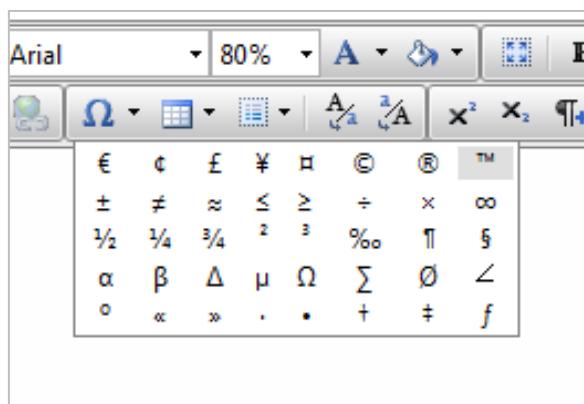
To create bulleted or numbered lists, do the following:

- Select the text that you want to convert to a bulleted/numbered list.
- Click the **[Bulleted/Numbered list]**  button / on the toolbar.
- Press **[Enter]** to create a new list item.
- Press **[Ctrl+Enter]** to end the list.
- Click the **[Indent]**  or **[Outdent]**  buttons / to create an inner level of numbering or bullets.

## Inserting Special Characters (€, ®, ©, ±, ℒ, etc.)

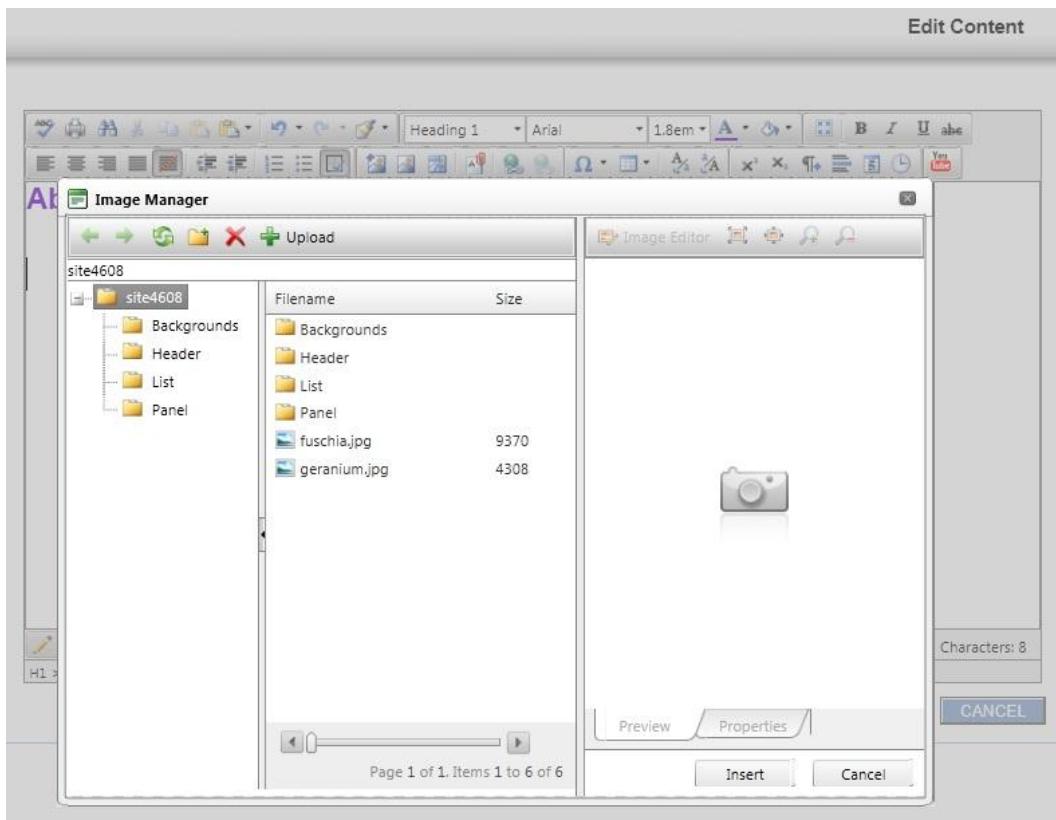
To insert a special character, do the following:

- Select the place where you want to insert a special character.
- Click the **[Insert Special Character]**  button.
- Click to select the respective character in the dropdown list.



## Image Manager

When you select the Image Manager Tool you will first see a screen as follows:

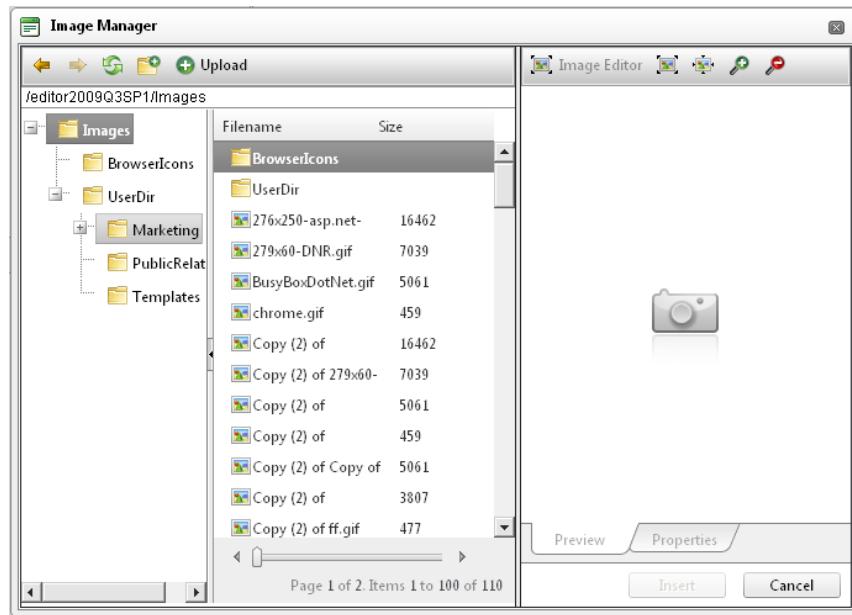


The Image Manager allows you to browse folders just as you would using Windows Explorer and it allows you to perform the following tasks:

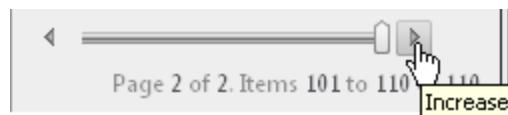
- Browse folders and files
- Sort files by name and type
- Preview images, zoom in and out
- Upload new images
- Generate thumbnails of the uploaded images
- Create new sub-folders
- Delete files and folders (if you are given permissions to delete in the respective folder. Please contact the developer of your application for details about the given permissions)

### Inserting an Image from the Web-Server

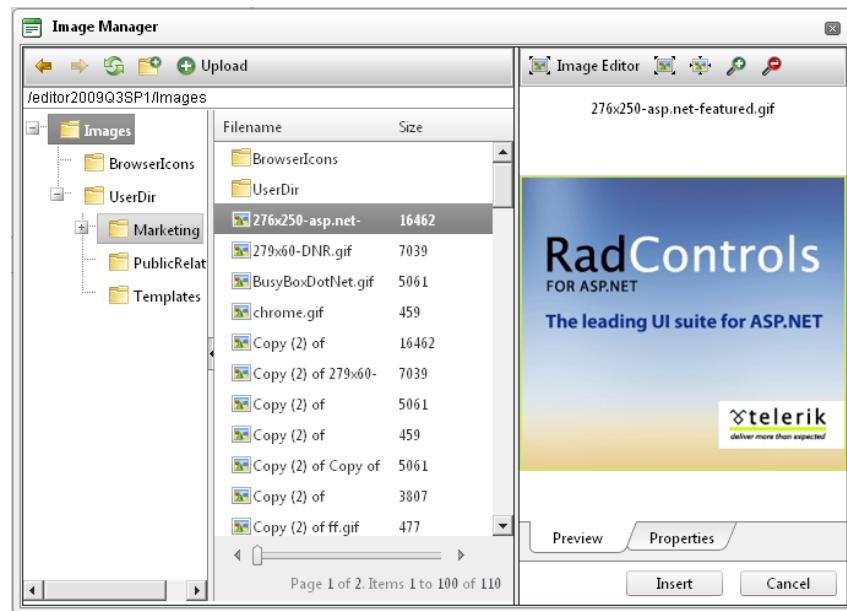
- Position the cursor at the place where you need to insert the image
- Click the **[Image Manager]**  button from the toolbar. A dialog box appears
- To go to a new subfolder, double-click its name or use the Treeview control to expand the parent folder and access the available subfolder(s):



- If the file browser lists more than 100 images use the paging slider to navigate to the rest of the pages:



- Locate the image file that you want to insert and click it once. A preview of the image appears in the right-hand side of the dialog.
- Click **[Insert]** to finish or **[Cancel]** to cancel the operation.



## Uploading Images on the Image Manager

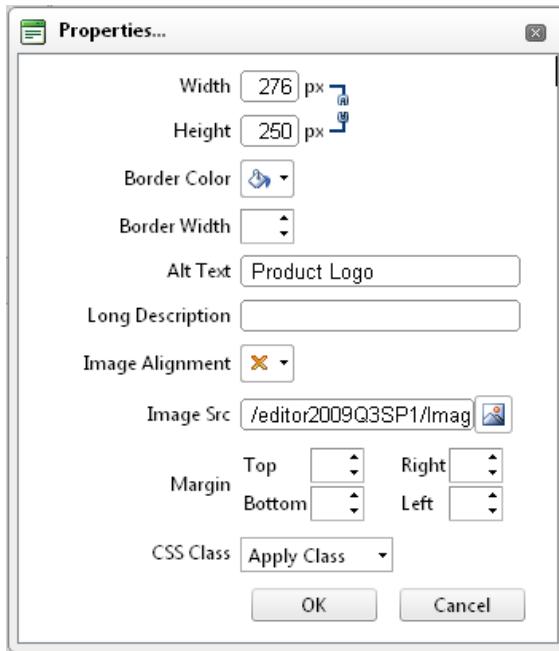
You can use the "Image Manager" dialog to upload images from your computer to the web server. Once uploaded, the image appears in the **[Browse Files]** tab at the bottom of the file list in the current folder. To upload new images on the web server, do the following:



1. Click the **[Image Manager]**  button to open the dialog.
2. Navigate to the folder in which you want to upload the image.
3. Click the **[Upload]** button on the toolbar.
4. Click **[Select]** to select an image from your computer. The multiple file upload controls allow you to upload multiple images files simultaneously.
5. Click **[Upload]**

## Editing Image Properties

Once the image is inserted, you can manage its properties through the right-click Options context menu.

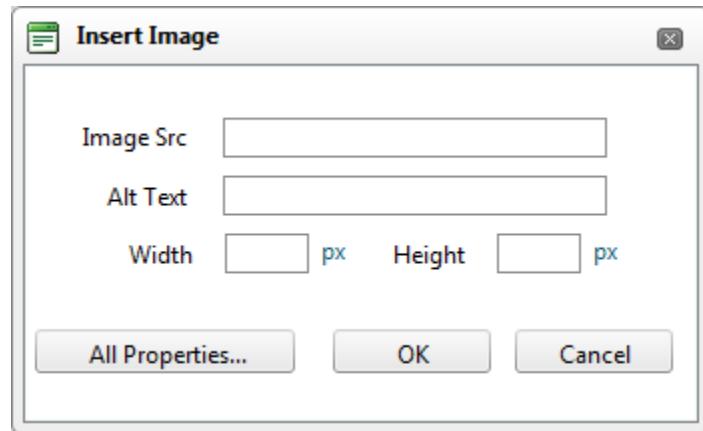


The image properties that can be managed are described below:

- **Border Width** Specifies the width (thickness) of the image border. Select "No Border" to remove the border.
- **Border Color** Specifies the colour of the image border.
- **Image Alt Text** Specifies the alternative text that is displayed in some cases instead of the image.
- **Long description** This is an Accessibility option. The text entered in the "Long Description" field will be read by the Windows Narrator tool.
- **Image Alignment** Specifies the alignment of the image, with respect to the adjacent text/images. When you choose left or right alignment, the text wraps around the image.
- **Margin** Specifies the margin (distance to the top, to the left, to the right and to the bottom) between the image and the adjacent text/images.
- **Width** Specifies a custom width for the image (you can constrain the proportions to avoid distortion). The image is not resampled or modified, but rather displayed with the specified width.
- **Height** Specifies a custom height for the image (you can constrain the proportions to avoid distortion). The image is not resampled or modified, but rather displayed with the specified height.
- **CSS Class** Specifies image CSS class and style. Only advanced users should use this property.

## Editing Image Properties via the Insert Image dialog

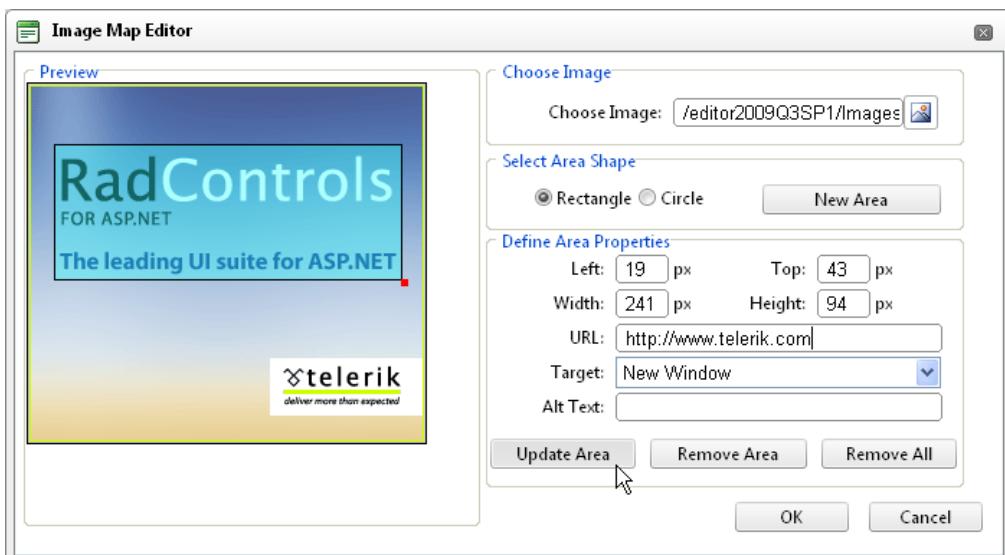
- Click on the image in the content area.
- Click the **[Insert Image dialog]** button. The "Insert Image" dialog will appear.
- Modify the image attributes (Image Src, Alt Text, Width and Height).
- Click the "All Properties..." button to set additional properties through the Properties... dialog.
- Click **[OK]**



## Using the Image Map Editor

The Image Map allows you to create images containing one or more invisible regions which are linked to other pages, otherwise known as a hotspots. Here are the steps to create steps to set image maps to an image:

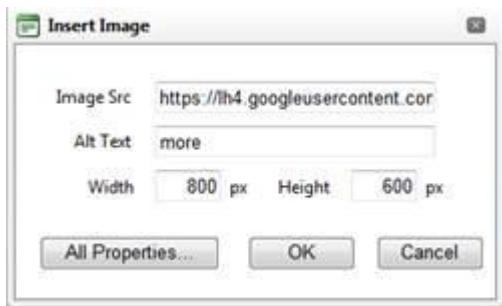
- Select an image in the content area and click on the **[Image Map]** button (you can also use the Image Map Editor to open, modify and insert an image file).
- Once the Image Map Dialog opens, you can create a hotspot in the opened image, select the shape type, click and drag within the image to set the size of the Image Map Area.
- You can also customize the newly created Image Map area from the provided Properties pane and set the URL to link the hotspot to another web page.
- Click OK to insert the modified image map in the content area.



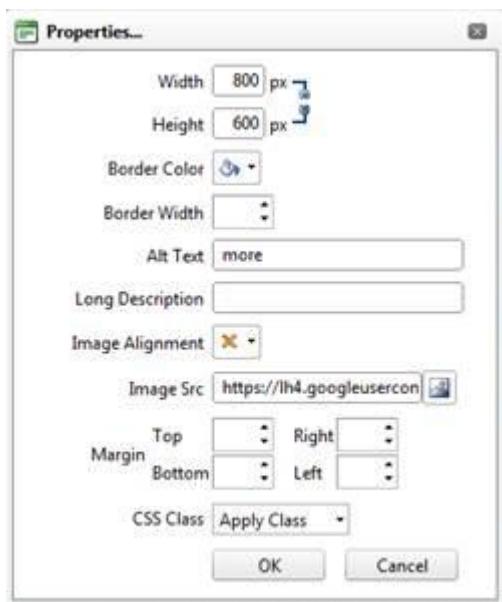
## Uploading Images Stored Externally

You can use the "Insert Image" dialog to link to images from an external location.

1. Click the **[Insert Image]**  button to open the dialog:



2. Add in your URL for the image you are linking to into the **[Image SRC]** input field
3. Add in a text description for your image into the **[Alt Text]** input field
4. If required add your preferred width and height (in pixels) that you wish the image to appear at on your website
5. Select **[OK]**
6. Select **[Update Page]**
7. If you are happy with the way it looks on your page you can select **[Save]** and your changes will be saved
8. If you wish to further edit the size, border, alignment etc. of the image you can enter the advanced editing function
9. To access this select **[Edit]** on the content area where you have linked to the image
10. Once in the editable area, right click on the Image and select **[Properties]** from the 2 options given, which opens the Image **[Properties]** dialogue box where you can further edit your image properties:

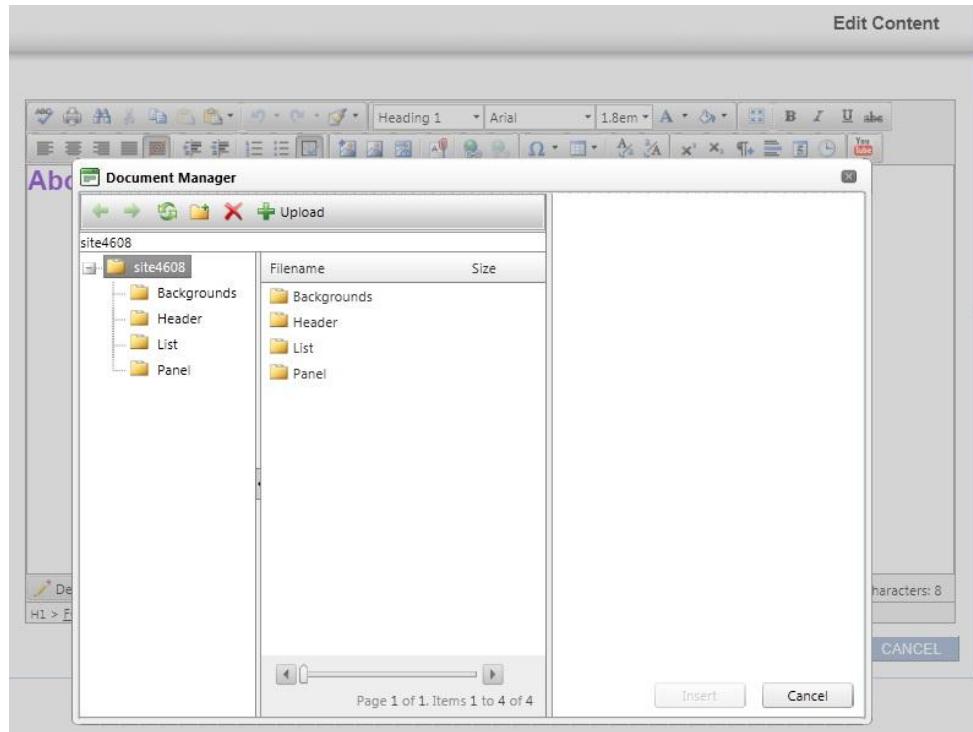


11. Amend any setting and when complete, select **[OK]**
12. Select **[Update Page]**
13. If you are happy with the way it looks on your page you can select **[Save]** and your changes will be saved
14. If you wish to further edit the size, border, alignment etc. you can enter the advanced editing function and keep editing until you are happy

## Working with Documents

The "Document Manager" allows you to insert hyperlinks to document files stored on the web server by simply selecting them from a list. The dialog is similar to the "Image Manager" and allows you to browse, upload, and delete documents.

### Inserting Documents



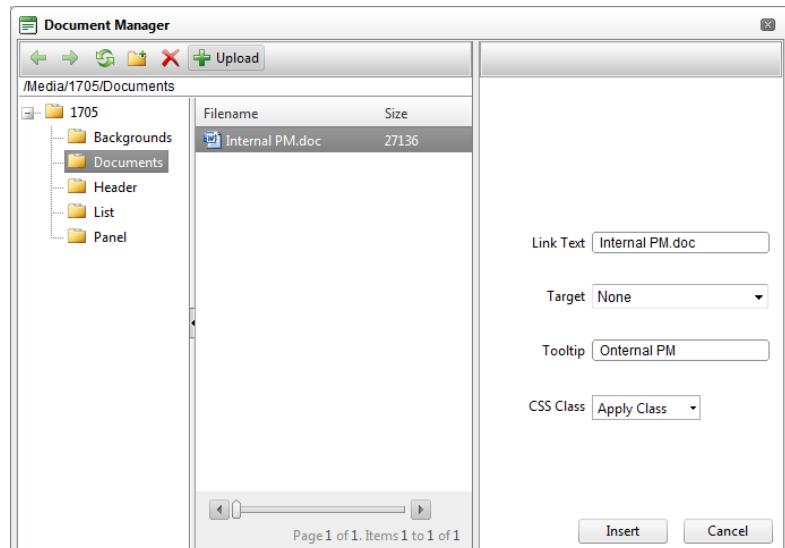
- (Optional) Select some text or an image that you want to set as the hyperlink to the document.
- Click the **[Insert Document]** button.
- A dialog opens to display a list of folders and documents that you are allowed to browse. Select the document you want to insert.
- (Optional) Type a tooltip. This is an Accessibility option as well. The tooltip will be read by the Windows Narrator.
- (Optional) Select a target for the link.
- Click **[Insert]**. In case you have selected some text or an image in step it becomes a hyperlink to the document. In case you have not, the name of the document appears at the cursor point and is set as a hyperlink to the document.

### Uploading Documents on the Web-Server

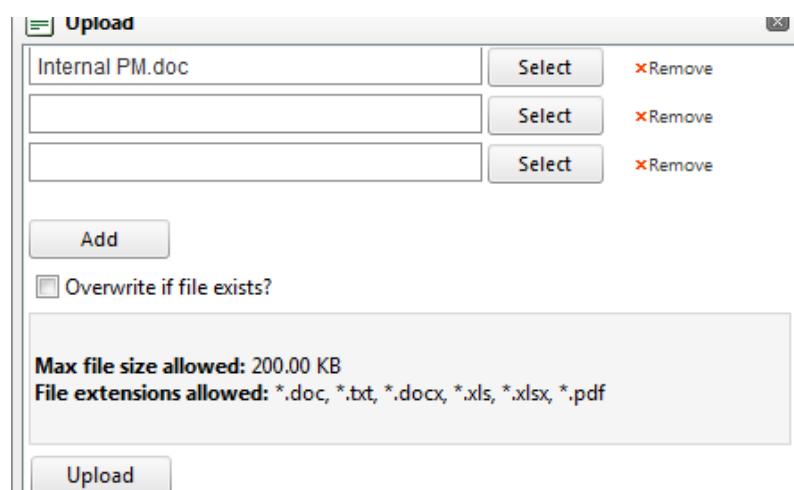
You can use the "Document Manager" dialog to upload document files from your computer to the web-server. Once uploaded, the documents will appear in the **File Browser** at the bottom of the file-list in the current folder.

To upload new Document files on the web server, do the following:

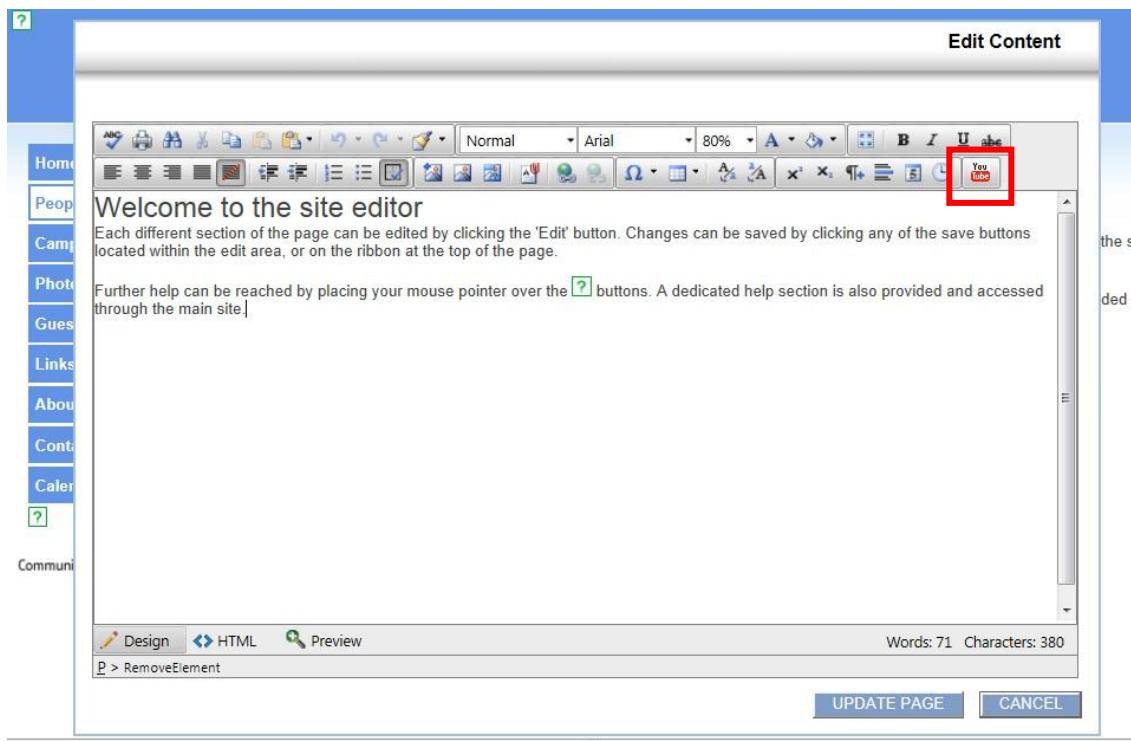
- Click the **[Document Manager]** button to open the dialog.
- Navigate to the folder in which you want to upload the Document.
- Click the **[Upload]** button.



- Click [Select] to select a Document file from your computer and then click [Upload].

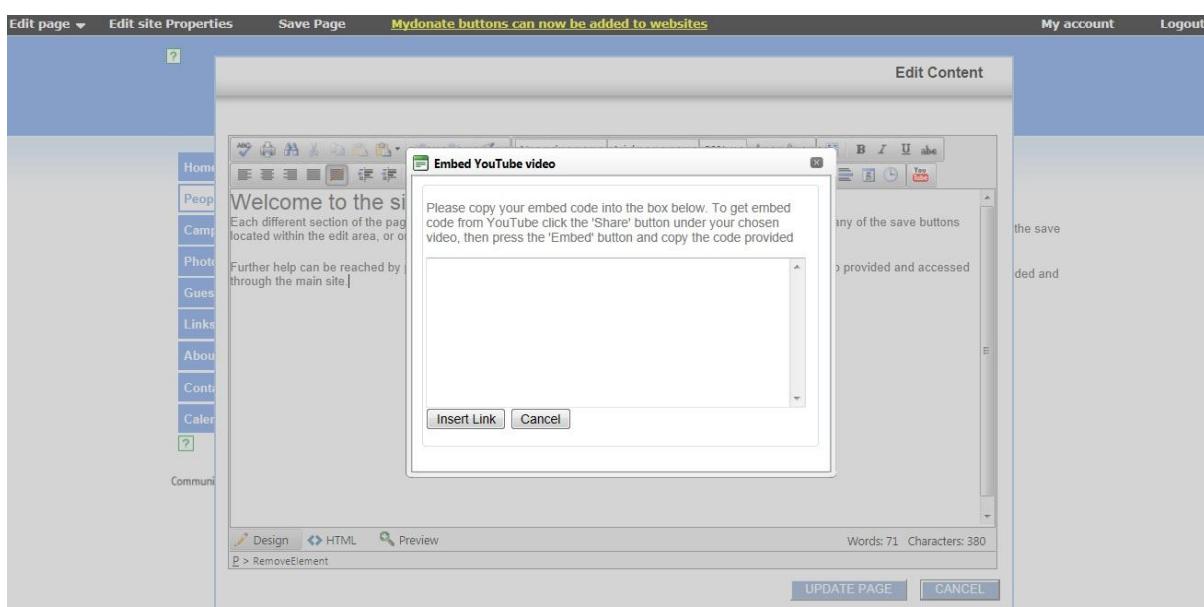


## Embedding a Youtube Video



To add a Youtube video onto your website, you need to be in the Web Editor on the correct page.

- You need to get the embed code from your chosen video
- Click the 'share' button under the video clip, then press the 'Embed' button and copy the code provided
- Click on the Youtube button. This brings up the following pop up box
- Paste the code into the box.
- Click 'Insert Link'

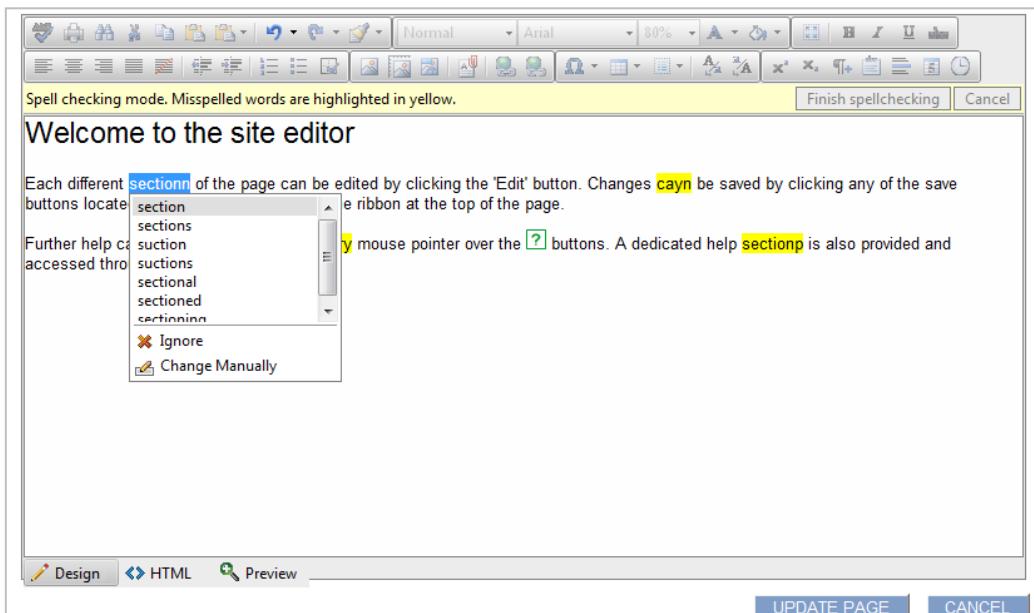


To delete a Youtube clip no longer required

- Go into the Web editor
- Click on the Youtube box in the top right hand corner
- Click delete
- Remember to Update and Save any changes

## Spell-Checking

BT Community Web Kit Content Editor features a multilingual spellchecker that is invoked when clicking the **[Spellchecker]**  button on the toolbar. You can check your spelling asynchronously and all your mistaken words will be highlighted inline. The context menu on every word gives you a quick and easy way to Change, Ignore or Add the word to a custom dictionary.



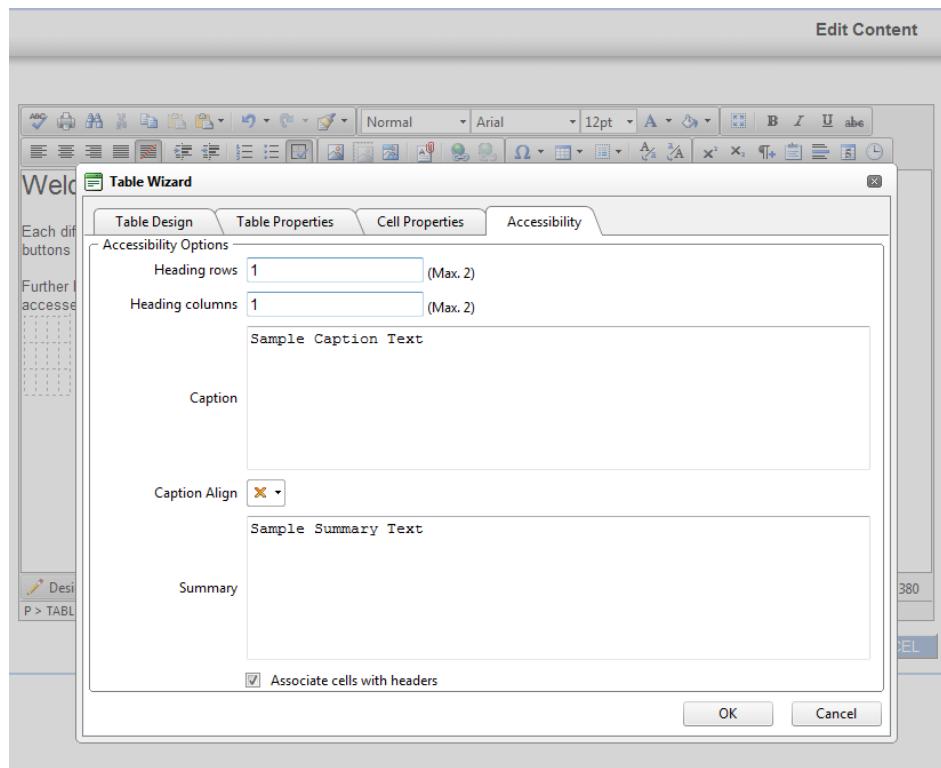
## Creating Accessible Content ("Section 508"Compliant)

To generate content that can be interpreted by the Accessibility Tools integrated in Microsoft Windows (the Narrator, the Magnifier, and the On-Screen Keyboard), BT Community Web Kit Content Editor includes additional fields in the Table, Hyperlink and Image dialogs.

### Creating Accessible Tables

The narrative software uses the information from the Accessibility table fields (heading rows, columns, caption alignment and summary) to produce a Tooltip message for each table cell. Users with impaired vision can see those Tooltips as they hover over the cells with the mouse.

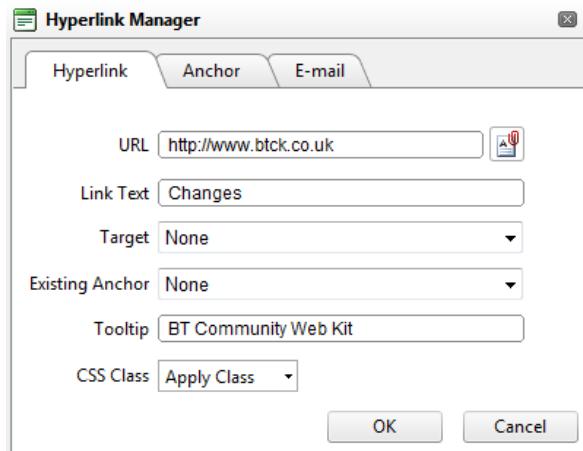
You can create a "Section 508"-compliant table with the Table Wizard. Alternatively, you can convert an existing table to a "Section 508"-compliant table using the Table Properties context menu.



- Create a new table with the Table Wizard or open the Table Properties dialog.
- Click the “Accessibility” tab.
- In the “Accessibility” tab, fill in the fields: Heading rows/columns, Caption, and Summary about the table. Select the **[Associate cells with headers]** checkbox.

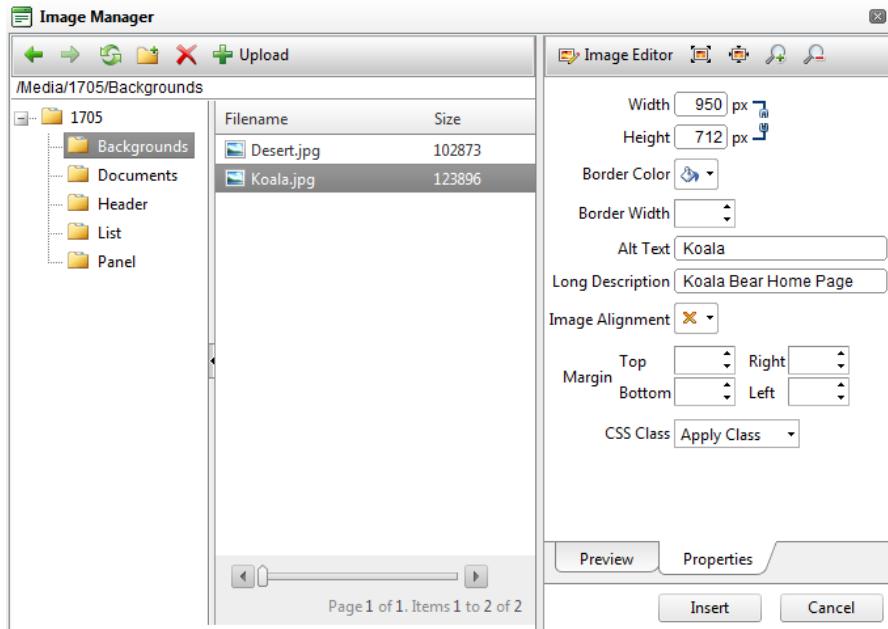
## Creating Accessible Hyperlinks

A hyperlink can be interpreted by the narrative software if you specify an additional description in the "Tooltip" field.



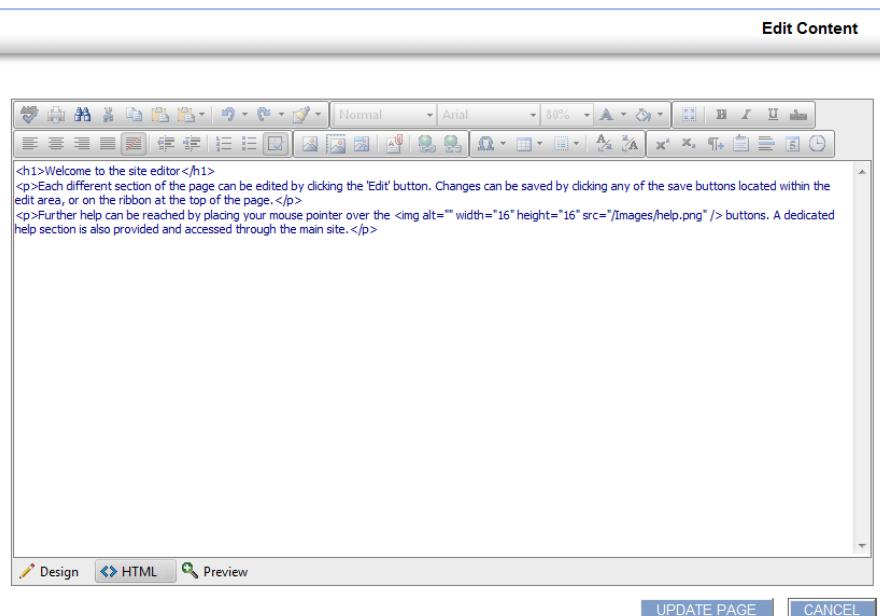
## Creating Accessible Images

An image can be interpreted by the narrative software if you specify an additional description in the "Long Description" field.



## Using the HTML Mode

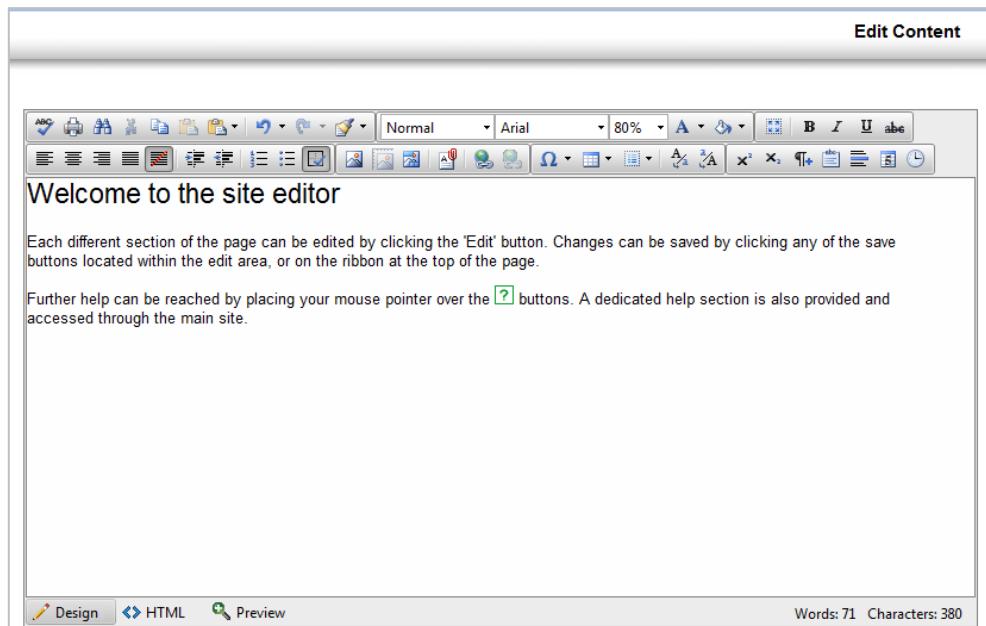
More advanced users sometimes need to modify the HTML code of the content directly. For this reason, BT Community Web Kit Content Editor provides the so called "HTML mode" that gives you access to the content code.



HTML is not a supported function of the BT Community Web kit, so we would be unable to provide technical support for this format.

## The Preview Mode

After editing the document in the editor preview, users may like to see a preview before updating the page. The editor switches to the Preview Mode with a single click of the preview button:



## Printing Content

To print the whole web-page including the BT Community Web Kit Content Editor click the **[Print]**  button. It will open the Printer Properties dialog where you can choose a printer and printing options.

To print only the content of the BT Community Web Kit Content Editor, do the following:

- Make sure the cursor is positioned inside the editor's content.
- Press **[Ctrl+A]** to select the whole content.
- Click the **[Print]**  button to open the Printing Preferences dialog and confirm the printing operation.